DOCUMENT RESUME

ED 339 385 IR 053 839

TITLE	Annual Program, 1992. Texas State Library.
INSTITUTION	Texas State Library, Austin. Dept. of Library Development.
PUB DATE	91
NOTE	312p.; For the 1989 annual program, see ED 301 196.
PUB TYPE	Reports - Descriptive (141) -- Statistical Data (110)
EDRS PRICE	MF01/PC13 Plus Postage.
DESCRIPTORS	Annual Reports; Disabilities; Disadvantaged; Grants; Institutionalized Persons; Library Administration; Library Facilities; *Library Networks; *Library Services; Library Statistics; Limited English Speaking; Literacy Education; Older Adults; *Program Costs; *Program Descriptions; Public Libraries; Regional Libraries; Shared Library Resources; *State Programs
IDENTIFIERS	*Library Services and Construction Act; *Texas State Library

ABSTRACT

This report provides information related to the Texas State Library's fiscal year 1992 Library Services and Construction Act (LSCA) 20 U.S.C. 351 et seq. state-administered program. Information provided includes: (1) Standard Form 424 for federal assistance; (2) fiscal breakdowns of estimated expenditures; (3) specific requirements for maintenance of effort (MOE), and maintenance of support, administration, and construction for major urban resource libraries (MURLs); (4) certification of the annual program; and (5) a source of funds summary by LSCA priority. In addition, annual program reports and program narratives are provided for the following Title I projects: (1) Project 1: Areas without Services; (2) Project 2: Areas with Inadequate Services; (3) Project 3: Services to the Disadvantaged; (4) Project 4: Services to the Physically Handicapped; (5) Project 5: State Institutional Library Services; (6) Project 7: Major Urban Resource Libraries; (7) Project 9: Services to Limited English-Speaking; (8) Project 10: Services to the Elderly; (9) Project 12: Literacy Programs; and (10) Project 18: Administration. Information is also provided for Title II Project Plan: Public Library Construction; and for Title III, Project Plan: Planning for Cooperative Library Networks, and Establishing, Expanding and Operating Library Networks. Eight appendixes include grant application guidelines for various LSCA programs. (MAB)

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1992
ANNUAL PROGRAM

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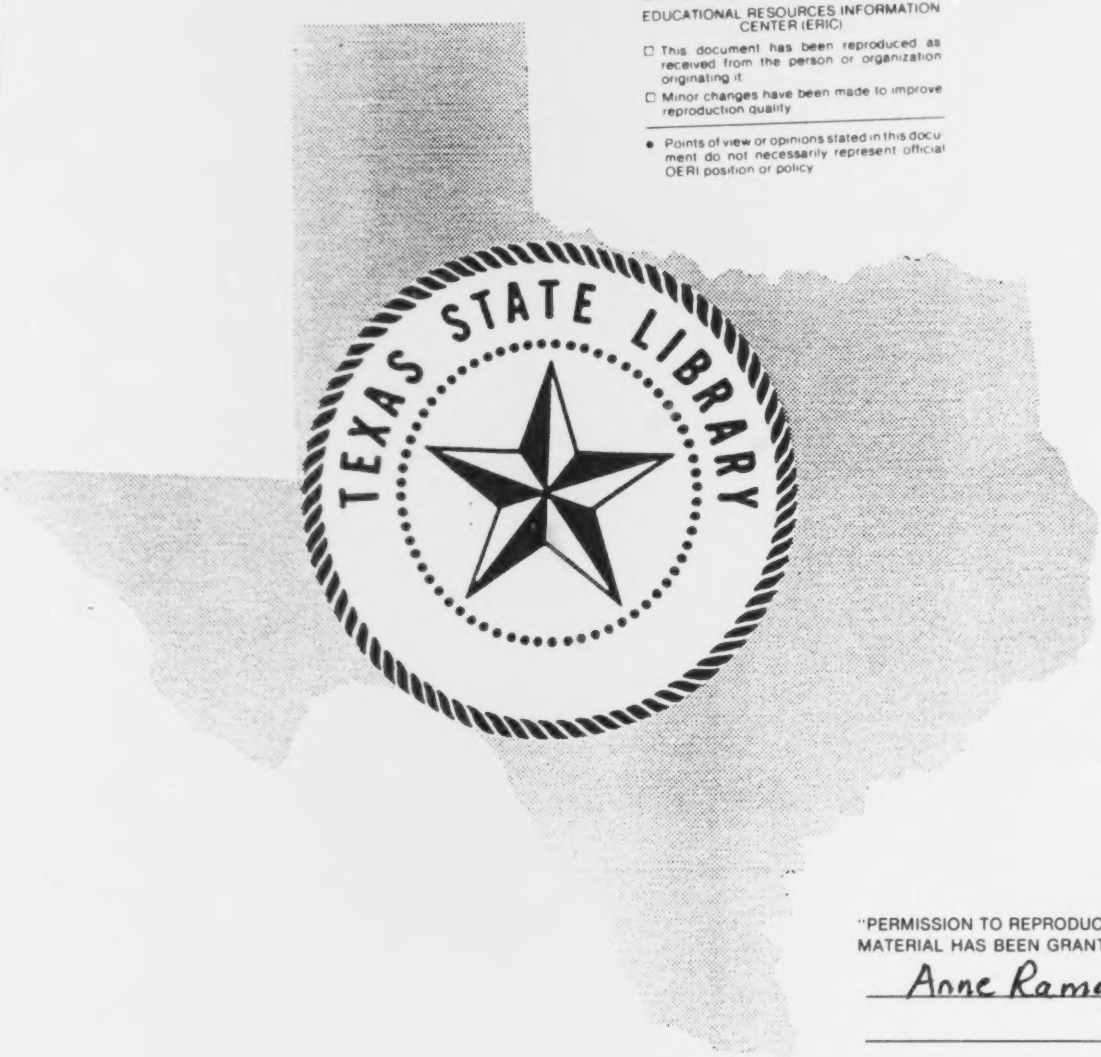

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IR 053 839

Library Development Division
Austin, Texas

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LIBRARY SERVICES AND CONSTRUCTION ACT
FY 1992 ANNUAL PROGRAM

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OMB NO. 1850-0528

EXP. DATE 08-31-93

STATE Texas

FY 1992

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-5571

THE LIBRARY SERVICES AND CONSTRUCTION ACT
20 U.S.C. 351 et seq., unless otherwise noted

STATE - ADMINISTERED PROGRAM

ANNUAL PROGRAM

PUBLIC REPORTING BURDEN FOR THIS COLLECTION OF INFORMATION IS ESTIMATED TO AVERAGE 41 HOURS PER RESPONSE, INCLUDING THE TIME FOR REVIEWING INSTRUCTIONS, SEARCHING EXISTING DATA SOURCES, GATHERING AND MAINTAINING THE DATA NEEDED, AND COMPLETING AND REVIEWING THE COLLECTION OF INFORMATION. SEND COMMENTS REGARDING THIS BURDEN ESTIMATE OR ANY OTHER ASPECT OF THIS COLLECTION OF INFORMATION, INCLUDING SUGGESTIONS FOR REDUCING THIS BURDEN, TO THE U.S. DEPARTMENT OF EDUCATION, INFORMATION MANAGEMENT AND COMPLIANCE DIVISION, WASINGTON, DC 20202-4651; AND TO THE OFFICE OF MANAGEMENT AND BUDGET, PAPERWORK REDUCATION PROJECT 1850-0528, WASHINGTON, DC 20503.

TITLE I -- PUBLIC LIBRARY SERVICES

TITLE II -- PUBLIC LIBRARY CONSTRUCTION AND TECHNOLOGY ENHANCEMENT

TITLE III -- INTERLIBRARY COOPERATION AND RESOURCE SHARING

OMB Approval No. 0348-0043

APPLICATION FOR FEDERAL ASSISTANCE

2. DATE SUBMITTED	Applicant Identifier
3. DATE RECEIVED BY STATE	State Application Identifier
4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

1. TYPE OF SUBMISSION:

Application
☐ Construction
☒ Non-Construction

Preapplication
☐ Construction
☐ Non-Construction

5. APPLICANT INFORMATION

Legal Name: Texas State Library and Archives Commission

Organizational Unit: Library Development Division

Address (give city, county, state, and zip code):

Box 12927
Austin, TX 78711
Travis County

Name and telephone number of the person to be contacted on matters involving this application (give area code)

Edward Seidenberg
512/463-5459

6. EMPLOYER IDENTIFICATION NUMBER (EIN): 74 – 6000126

7. TYPE OF APPLICATION: (enter appropriate letter in box) A

A. State	H. Independent School Dist.
B. County	I. State Controlled Institution of Higher Learning
C. Municipal	J. Private University
D. Township	K. Indian Tribe
E. Interstate	L. Individual
F. Intermunicipal	M. Profit Organization
G. Special District	N. Other (Specify):

8. TYPE OF APPLICATION:

☒ New ☐ Continuation ☐ Revision

If Revision, enter appropriate letter(s) in box(es): ☐ ☐

A. Increase Award B. Decrease Award C. Increase Duration
D. Decrease Duration Other (specify):

9. NAME OF FEDERAL AGENCY: Department of Education
Public Library Support Staff, 555 New Jersey
Avenue, NW, Washington, DC 20208-5571

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 84 – 034

Title: I, LSCA - Public Library Services

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

FFY 92 Library Service and Construction Act
Annual Program and Long Range Plan
1992-1995

12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):

STATE

13. PROPOSED PROJECT:

Start Date: 10-01-91
Ending Date: 09-30-92

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant: Entire State
b. Project

15. ESTIMATED FUNDING:

a. Federal	$	5,035,013	.00
b. Applicant	$		.00
c. State	$	6,940,227	.00
d. Local	$		.00
e. Other	$		.00
f. Program Income	$		.00
g. TOTAL	$	11,975,240	.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES, THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE

b. NO. ☐ PROGRAM IS NOT COVERED BY E.O. 12372

☒ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ YES If "Yes," attach an explanation. ☒ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative: William D. Gooch

b. Title: Director and Librarian

c. Telephone Number: 512/463-5460

d. Signature of Authorized Representative

e. Date Signed: 9-13-91

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APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION: Application ☒ Construction ☐ Non-Construction Preapplication ☐ Construction ☐ Non-Construction	2. DATE SUBMITTED	Applicant Identifier
	3. DATE RECEIVED BY STATE	State Application Identifier
	4. DATE RECEIVED BY FEDERAL AGENCY	Federal Identifier

5. APPLICANT INFORMATION

Legal Name: Texas State Library and Archives Commission

Organizational Unit: Library Development Division

Address (give city, county, state, and zip code):

Box 12927
Austin, TX 78711
Travis County

Name and telephone number of the person to be contacted on matters involving this application (give area code)

Edward Seidenberg
512/463-5459

6. EMPLOYER IDENTIFICATION NUMBER (EIN): 74 — 6000126

7. TYPE OF APPLICANT: (enter appropriate letter in box) A

A. State
B. County
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
H. Independent School Dist.
I. State Controlled Institution of Higher Learning
J. Private University
K. Indian Tribe
L. Individual
M. Profit Organization
N. Other (Specify): ____________

8. TYPE OF APPLICATION:

☒ New ☐ Continuation ☐ Revision

If Revision, enter appropriate letter(s) in box(es): ☐ ☐

A. Increase Award B. Decrease Award C. Increase Duration
D. Decrease Duration Other (specify):

____

9. NAME OF FEDERAL AGENCY: Department of Education
Public Library Support Staff, 555 New Jersey
Avenue, NW, Washington, DC 20208-5571

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 84 — 154

Title: II, Public Library Construction and Technology Enhancement

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

FFY 92 Library Service and Construction Act
Annual Program and Long Range Plan
1992-1995

12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):

STATE

13. PROPOSED PROJECT:

Start Date: 10-01-91

Ending Date: 09-30-92

14. CONGRESSIONAL DISTRICTS OF:

a. Applicant: Entire State

b. Project

15. ESTIMATED FUNDING:

a. Federal	$ 1,014,395	.00
b. Applicant	$	.00
c. State	$	.00
d. Local	$	.00
e. Other	$	.00
f. Program Income	$	.00
g. TOTAL	$ 1,014,395	.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES, THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE ____________

b. NO. ☐ PROGRAM IS NOT COVERED BY E.O. 12372

☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

17. IS THE APPLICANT DELINQUENT ON ANY FEDERAL DEBT?

☐ YES If "Yes," attach an explanation. ☒ No

18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative: William D. Gooch

b. Title: Director and Librarian

c. Telephone Number: 512/463-5460

d. Signature of Authorized Representative

e. Date Signed: 9-13-91

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APPLICATION FOR FEDERAL ASSISTANCE

OMB Approval No. 0348-0043

1. TYPE OF SUBMISSION:
Application
☐ Construction
☒ Non-Construction
Preapplication
☐ Construction
☐ Non-Construction

2. DATE SUBMITTED
Applicant Identifier

3. DATE RECEIVED BY STATE
State Application Identifier

4. DATE RECEIVED BY FEDERAL AGENCY
Federal Identifier

5. APPLICANT INFORMATION

Legal Name: Texas State Library and Archives Commission

Organizational Unit: Library Development Division

Address (give city, county, state, and zip code):

Box 12927
Austin, TX 78711
Travis County

Name and telephone number of the person to be contacted on matters involving this application (give area code)

Edward Seidenberg
512/463-5459

6. EMPLOYER IDENTIFICATION NUMBER (EIN): 74 — 6 0 0 0 1 2 6

7. TYPE OF APPLICATION: (enter appropriate letter in box) A

A. State
B. County
C. Municipal
D. Township
E. Interstate
F. Intermunicipal
G. Special District
H. Independent School Dist.
I. State Controlled Institution of Higher Learning
J. Private University
K. Indian Tribe
L. Individual
M. Profit Organization
N. Other (Specify): ____________

8. TYPE OF APPLICATION:

☒ New ☐ Continuation ☐ Revision

If Revision, enter appropriate letter(s) in box(es): ☐ ☐

A. Increase Award B. Decrease Award C. Increase Duration
D. Decrease Duration Other (specify):

____

9. NAME OF FEDERAL AGENCY: Department of Education
Public Library Support Staff, 555 New Jersey
Avenue, NW, Washington, DC 20208-5571

10. CATALOG OF FEDERAL DOMESTIC ASSISTANCE NUMBER: 8 4 — 0 3 5

Title: III, Interlibrary Cooperation and Resource Sharing

11. DESCRIPTIVE TITLE OF APPLICANT'S PROJECT:

FFY 92 Library Service and Construction Act
Annual Program and Long Range Plan
1992-1995

12. AREAS AFFECTED BY PROJECT (cities, counties, states, etc.):

STATE

13. PROPOSED PROJECT:
Start Date: 10-01-91
Ending Date: 09-30-92

14. CONGRESSIONAL DISTRICTS OF:
a. Applicant: Entire State
b. Project

15. ESTIMATED FUNDING:

a. Federal	$ 1,213,317	.00
b. Applicant	$	.00
c. State	$	.00
d. Local	$	.00
e. Other	$	.00
f. Program Income	$	.00
g. TOTAL	$ 1,213,317	.00

16. IS APPLICATION SUBJECT TO REVIEW BY STATE EXECUTIVE ORDER 12372 PROCESS?

a. YES, THIS PREAPPLICATION/APPLICATION WAS MADE AVAILABLE TO THE STATE EXECUTIVE ORDER 12372 PROCESS FOR REVIEW ON:

DATE ____________

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☐ OR PROGRAM HAS NOT BEEN SELECTED BY STATE FOR REVIEW

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18. TO THE BEST OF MY KNOWLEDGE AND BELIEF, ALL DATA IN THIS APPLICATION/PREAPPLICATION ARE TRUE AND CORRECT. THE DOCUMENT HAS BEEN DULY AUTHORIZED BY THE GOVERNING BODY OF THE APPLICANT AND THE APPLICANT WILL COMPLY WITH THE ATTACHED ASSURANCES IF THE ASSISTANCE IS AWARDED

a. Typed Name of Authorized Representative: William D. Gooch

b. Title: Director and Librarian

c. Telephone Number: 512/463-5460

d. Signature of Authorized Representative

e. Date Signed: 7-13-91

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STATE	Texas
FY	1992
CAN	E1000500

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-5571

THE LIBRARY SERVICES AND CONSTRUCTION ACT
STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 et seq., unless otherwise noted
ANNUAL PROGRAM (Sec. 3(13))
TITLE I - FISCAL BREAKDOWN

PROVIDE ESTIMATED EXPENDITURES FROM THE PREVIOUS YEAR'S FUNDS

APFSBR

GRANT PROGRAM ACTIVITIES	*LSCA*
1. PUBLIC LIBRARY SERVICES TO AREAS WITHOUT SERVICES (SEC. 101(1) & 102)(a)(2))	$ 84,980
2. PUBLIC LIBRARY SERVICES TO AREAS WITH INADEQUATE SERVICES (SEC. 101(1) & 102(a)(2)(A))	1,382,581
3. DISADVANTAGED (SEC. 102(a)(2)(B)(iii))	2,153,183
*4. *PHYSICALLY HANDICAPPED (SECS. 3(4), 6(b)(5)(A), 102 (a)(2)(2)(B)(i) & 103(3))*	
5. STATE INSTITUTIONAL LIBRARY SERVICES (SECS. 102(a)(2) (B)(i) & 103 (3))	64,600
6. STRENGTHENING STATE LIBRARY ADMINISTRATIVE AGENCY for meeting the needs of the people of the State (SECS. 101(9) & 102(b)(2))	
7. MAJOR URBAN RESOURCE LIBRARIES (SECS. 101(10), 102(a) (2)(C)(3) & 103))	637,215
8. STRENGTHENING METROPOLITAN PUBLIC LIBRARIES WHICH SERVE AS NATIONAL OR REGIONAL RESOURCE CENTERS (SEC. 102(a)(2)(C))	
9. LIMITED ENGLISH-SPEAKING PROFICIENCY (SEC. 6(b)(5)(A))	75,201
10. SERVICES TO THE ELDERLY (SECS. 6(b)(5)(B), 101(1) & 103(4))	143,038
11. COMMUNITY INFORMATION REFERRAL CENTERS (SEC. 101(3))	
12. LITERACY PROGRAMS (SECS. 6(b)(5)(C) & 101(4))	263,427
*13. **HANDICAPPED (SECS. 3(17), 6(b)(5)(A) & 103(5))*	
14. INTERGENERATIONAL LIBRARY PROGRAMS (SEC. 101(5))	
15. CHILD CARE CENTER LIBRARY PROGRAMS (SEC. 101(6))	
16. MODEL LIBRARY LITERACY CENTERS (SEC. 101(7))	
17. DRUG ABUSE PREVENTION LIBRARY PROGRAMS (SEC. 101(8))	
18. ADMINISTRATION (SECS. 8 & 102(b)(1))	230,788
TOTAL	$ 5,035,013

** THIS IS YOUR MAINTENANCE OF EFFORT PROJECT (SEC. 103(3)).*

***DO NOT INCLUDE THESE FUNDS IN YOUR MAINTENANCE OF EFFORT FOR THE PHYSICALLY HANDICAPPED.*

OMB NO. 1850-0528
EXP. DATE 08-31-93

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-5571

STATE Texas
FY 1992
CAN E2000500

THE LIBRARY SERVICES AND CONSTRUCTION ACT
STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 et seq., unless otherwise noted
ANNUAL PROGRAM (Sec. 3(13))
TITLE I - FISCAL BREAKDOWN

PROVIDE ESTIMATED EXPENDITURES OF CURRENT FY FUNDS

APTFSBC

GRANT PROGRAM ACTIVITIES	LSCA (a)	STATE (b)	LOCAL (c)	TOTAL (d)
1. PUBLIC LIBRARY SERVICES TO AREAS WITHOUT SERVICES (SEC. 101(1) * 102)(A)(2))	$			
2. PUBLIC LIBRARY SERVICES TO AREAS WITH INADEQUATE SERVICES (SEC. 101(1) & 102(a)(2)(A))		5,151,554		5,151,554
3. DISADVANTAGED (SEC. 102(a)(2)(B)(iii))				
4. *PHYSICALLY HANDICAPPED (SEC. 3(4), 6(b)(5)(A), 102(a)(2)(B)(ii) & 103(3))		1,185,739		1,185,739
5. STATE INSTITUTIONAL LIBRARY SERVICES (SECS. 102(a)(2)(B)(i) & 103 (3))		345,120		345,120
6. STRENGTHENING STATE LIBRARY ADMINISTRATIVE AGENCY (SECS. 101(9) & 102(b)(2))				
7. MAJOR URBAN RESOURCE LIBRARIES (SECS. 101 (10), 102(a)(2)(C)(3) & 103))				
8. STRENGTHENING METROPOLITAN PUBLIC LIBRARIES (SEC. 102(a)(2)(C))				
9. LIMITED ENGLISH-SPEAKING PROFICIENCY (SEC. 6(b)(5)(A))				
10. SERVICES TO THE ELDERLY (SECS. 6(b)(5)(B) & 101(1) & 103(4))				
11. COMMUNITY INFORMATION REFERRAL CENTERS (SEC. 101(3))				
12. LITERACY PROGRAMS (SECS. 6(b)(5)(C) & 101(4))				
13. **HANDICAPPED (SECS. 3(17), 6(b)(5)(A) & 103 (5))				
14. INTERGENERATIONAL (SEC. 101(5))				
15. CHILD CARE CENTER (SEC. 101(6))				
16. MODEL LITERACY CENTERS (SEC. 101(7))				
17. DRUG ABUSE PREVENTION (SEC. 101(8))				
18. ADMINISTRATION (SECS. 8 & 102(b)(1))		257,814		257,814
TOTAL	$	6,940,227		6,940,227

** THIS IS YOUR MAINTENANCE OF EFFORT PROJECT (SEC. 103(3)).*
***DO NOT INCLUDE THESE FUNDS IN YOUR MAINTENANCE OF EFFORT FOR THE PHYSICALLY HANDICAPPED.*

OMB NO. 1850-0528
EXP. DATE 08-31-93

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-5571

STATE Texas
FY 1992
CAN 2E000500

THE LIBRARY SERVICES AND CONSTRUCTION ACT
STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 *et seq.*, unless otherwise noted
ANNUAL PROGRAM (Sec. 3(13))
TITLE I - FISCAL BREAKDOWN

PROVIDE ESTIMATED EXPENDITURES OF CURRENT FY FUNDS PROGRAMMED AS CARRYFORWARD

APFSBCU

GRANT PROGRAM ACTIVITIES	*LSCA*
1. PUBLIC LIBRARY SERVICES TO AREAS WITHOUT SERVICES (SEC. 101(1) & 102)(a)(2))	$ 124,980
2. PUBLIC LIBRARY SERVICES TO AREAS WITH INADEQUATE SERVICES (SEC. 101(1) & 102(a)(2)(A))	1,433,332
3. DISADVANTAGED (SEC. 102(a)(2)(B)(iii))	2,030,401
4. *PHYSICALLY HANDICAPPED (SEC. 3(4), 6(b)(5)(A), 102 (a)(2)(2)(B)(i) & 103(3))	
5. STATE INSTITUTIONAL LIBRARY SERVICES (SECS. 102(a)(2)(B)(i) & 103 (3))	64,600
6. STRENGTHENING STATE LIBRARY ADMINISTRATION AGENCY for meeting the needs of the people of the State (SEC. 101(9) & 102(b)(2))	
7. MAJOR URBAN RESOURCE LIBRARIES (SEC. 101(10), 102(a)(2)(C)(3) & 103))	669,076
8. STRENGTHENING METROPOLITAN PUBLIC LIBRARIES (SEC. 102(a)(2)(C))	
9. LIMITED ENGLISH-SPEAKING PROFICIENCY (SEC. 6(b)(5)(A))	75,201
10. SERVICES TO THE ELDERLY (SECS. 6(b)(5)(B), 101(1) & 103(4))	143,038
11. COMMUNITY INFORMATION REFERRAL CENTERS (SEC. 101(3))	
12. LITERACY PROGRAMS (SEC. 6(b)(5)(C) & 101(4))	263,427
13, **HANDICAPPED (SECS. 3(17), 6(b)(5)(A) & 103(5))	
14. INTERGENERATIONAL LIBRARY PROGRAMS (SEC. 101(5))	
15. CHILD CARE CENTER LIBRARY PROGRAMS (SEC. 101(6))	
16. MODEL LIBRARY LITERACY CENTERS (SEC. 101(7))	
17. DRUG ABUSE PREVENTION LIBRARY PROGRAMS (SEC. 101(8))	
18. ADMINISTRATION (SECS. 8 & 102(b)(1))	230,958
TOTAL	$ 5,035,013

• THIS IS YOUR MAINTENANCE OF EFFORT PROJECT (SEC. 103(3)).
***DO NOT INCLUDE THESE FUNDS IN YOUR MAINTENANCE OF EFFORT FOR THE PHYSICALLY HANDICAPPED.*

OMB NO. 1850-0528
EXP. DATE 08-31-93

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-5571

STATE Texas
FY 1992

THE LIBRARY SERVICES AND CONSTRUCTION ACT
STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 et seq., unless otherwise noted
ANNUAL PROGRAM (SEC. 3(13))
TITLE III - FISCAL BREAKDOWN

CAN E1000501

PROVIDE ESTIMATED EXPENDITURES FROM THE PREVIOUS YEAR'S FUNDS

AP3FSB92

GRANT PROGRAM ACTIVITIES	*LSCA*
1. PLANNING OF COOPERATIVE LIBRARY NETWORKS (SEC. 302(a)(1))	$
2. ESTABLISHING, EXPANDING AND OPERATING LIBRARY NETWORKS (SEC. 302(a)(2))	1,213,317
3. PLANNING FOR STATEWIDE RESOURCE SHARING (SEC. 304))	
4. TECHNOLOGICAL CAPACITY FOR INTERLIBRARY COOPERATION/ RESOURCE SHARING (SEC. 302(a)(3))	
5. PRESERVATION PROGRAMS (SEC. 305)	
TOTAL	$ 1,213,317

CAN E2000501

PROVIDE ESTIMATED EXPENDITURES FOR THE CURRENT YEAR

GRANT PROGRAM ACTIVITIES	*LSCA*
1. PLANNING OF COOPERATIVE LIBRARY NETWORKS (SEC. 302(a)(1))	$
2. ESTABLISHING, EXPANDING AND OPERATING LIBRARY NETWORKS (SEC. 302(a)(2))	
3. PLANNING FOR STATEWIDE RESOURCE SHARING (SEC. 304))	
4. TECHNOLOGICAL CAPACITY FOR INTERLIBRARY COOPERATION/ RESOURCE SHARING (SEC. 302(a)(3))	
5. PRESERVATION PROGRAMS (SEC. 305)	
TOTAL	$

NOTE: IF STATE OR LOCAL FUNDS ARE USED, INDICATE THE AMOUNT OF EACH IN THE PROJECT PLAN-NARRATIVES.

CAN E2000501

PROVIDE ESTIMATED EXPENDITURES OF CURRENT FY FUNDS PROGRAMMED AS CARRYFORWARD

GRANT PROGRAM ACTIVITIES	*LSCA*
1. PLANNING OF COOPERATIVE LIBRARY NETWORKS (SEC. 302(a)(1))	$
2. ESTABLISHING, EXPANDING AND OPERATING LIBRARY NETWORKS (SEC. 302(a)(2))	1,213,317
3. PLANNING FOR STATEWIDE RESOURCE SHARING (SEC. 304))	
4. TECHNOLOGICAL CAPACITY FOR INTERLIBRARY COOPERATION/ RESOURCE SHARING (SEC. 302(a)(3))	
5. PRESERVATION PROGRAMS (SEC. 305)	
TOTAL	$ 1,213,317

OMB NO. 1850-0528
EXP. DATE 08-31-93

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-5571

STATE Texas
FY 1992

THE LIBRARY SERVICES AND CONSTRUCTION ACT
STATE-ADMINISTERED PROGRAM

20 U.S.C. 351 et seq., unless otherwise noted
ANNUAL PROGRAM (SEC. 3(13))

SPECIFIC REQUIREMENTS UNDER LSCA

MAJOR URBAN RESOURCE LIBRARY (MURL)

MURL MAINTENANCE OF SUPPORT
(SEC. 103)

NAME OF CITY	AMT. PD. EACH MURL PRECED FY	AMT RESERVED TO EACH MURL CURRENT FY
1. Abilene	$ 9,490	$ 10,103
2. Amarillo	14,440	15,372
3. Arlington	22,394	23,840
4. Austin	40,419	43,028
5. Beaumont	9,934	10,575
6. Brownsville	9,090	9,677
7. Corpus Christi	22,696	24,161
8. Dallas	85,881	91,425
9. El Paso	44,444	47,313
10. Fort Worth	37,107	39,502
11. Garland	15,696	16,709
12. Houston	147,702	157,235
13. Irving	11,568	12,315
14. Lubbock	16,360	17,416
15. Pasadena	10,166	10,823
16. Plano	10,332	10,999
17. San Antonio	81,862	87,146
18. Waco	8,996	9,576

(PLEASE: (1) PHOTOCOPY THIS FORM IF ADDITIONAL LINES ARE NEEDED; AND
(2) FILE THIS FORM WITH THE MURL PROJECT REPORT, WHEN APPLICABLE.)

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EXP. DATE 08-31-93

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-5571

STATE Texas
FY 1992

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20 U.S.C. 351 et seq., unless otherwise noted
ANNUAL PROGRAM (SEC. 3(13))

SPECIFIC REQUIREMENTS OF LSCA

MATCHING AND MAINTENANCE OF EFFORT (MOE)

TITLE I

(a) Matching Requirement. Enter total State and local funds available for carrying out the State's annual program in the current FY. Section 7(a)(1).

State Expenditures		6,940,227
Local Expenditures		
State Match required	4,184,934	6,940,227

(b) Basic Maintenance of Effort Requirements.

	Expenditures 2nd preced. FY	*Funds available Current FY*	*MOE % Required*
--(1) Sec. 7(a)(2)(A). State aid to public libraries	5,305,461	4,863,368	90
--(2) Sec. 7(a)(2)(B): SLAA Library Develop.	602,325	546,000	90

(c) Other MOE Requirements

Enter the total funds available from Federal, State, and local source s or any combination of these for State Institutional and Physically Handicapped services (Sec. 103(3)).

Physically Handicapped	1,180,085	1,185,739	100
State Institutional	342,550	345,120	100

(d) ADMINISTRATION (LSCA Sec. 8)

		Estimated expenditures
(a) LSCA Title I	*$*	230,788
(b) LSCA Title II	*$*	
(c) TOTAL	*$*	230,788

CERTIFICATION OF THE ANNUAL PROGRAM UNDER THE LSCA

I CERTIFY that all of the information contained herein is correct to the best of my knowledge.

William D. Gooch
NAME of Certifying State Official

SIGNATURE

9-13-91
DATE

Mail 2 sets of these forms - 1 set with original signature and 1 copy.

SOURCE OF FUNDS SUMMARY BY LSCA PRIORITY
Continued

TITLE I - LIBRARY SERVICES

PRIORITY: PUBLIC LIBRARY SERVICES TO AREAS WITHOUT SERVICE

Project Number	Project Name	Fiscal Year	FFY 1991 Carryover	FFY 1992 Carryover	SFY 1992 State	SFY 1993 State	TOTAL
1.1	Public Library Establishment	1992	84,980				84,980
		1993		124,980			124,980

PRIORITY: PUBLIC LIBRARY SERVICES TO AREAS WITH INADEQUATE SERVICES

Project Number	Project Name	Fiscal Year	FFY 1991 Carryover	FFY 1992 Carryover	SFY 1992 State	SFY 1993 State	TOTAL
2.1	Regional Public Library Systems	1992	544,033		4,863,368		5,407,401
		1993		680,564		4,981,989	5,662,553
2.2	Interlibrary Loan and Reference Referral Network	1992	758,244				
		1993		672,464			
2.3	Texas Reading Club	1992			70,953		
		1993				70,953	
2.4	Continuing Education	1992	80,304		217,233		
		1993		80,304		217,233	

PRIORITY: SERVICES TO THE DISADVANTAGED

Project Number	Project Name	Fiscal Year	FFY 1991 Carryover	FFY 1992 Carryover	SFY 1992 State	SFY 1993 State	
3.1	Regional Public Library Systems	1992	1,830,401				
		1993		1,830,401			
3.2	Public Library Services for Disadvantaged Populations	1992	322,782				3.
		1993		200,000			20

SOURCE OF FUNDS SUMMARY BY LSCA PRIORITY
Continued

PRIORITY: SERVICES TO PHYSICALLY HANDICAPPED

Project Number	Project Name	Fiscal Year	FFY 1991 Carryover	FFY 1992 Carryover	SFY 1992 State	SFY 1993 State	TOTAL
4.1	Library Services for the Blind and Physically Handicapped	1992			1,185,739		1,185,739
		1993				1,185,739	1,185,739

PRIORITY: STATE INSTITUTIONAL SERVICES

Project Number	Project Name	Fiscal Year	FFY 1991 Carryover	FFY 1992 Carryover	SFY 1992 State	SFY 1993 State	TOTAL
5.1	Centralized Acquisitions for State Institutions	1992	64,600		345,120		409,720
		1993		64,600		347,707	409,720

PRIORITY: MAJOR URBAN RESOURCE LIBRARY

Project Number	Project Name	Fiscal Year	FFY 1991 Carryover	FFY 1992 Carryover	SFY 1992 State	SFY 1993 State	TOTAL
7.1	Major Urban Resource Libraries	1992	637,215				637,215
		1993		669,076			669,076

PRIORITY: SERVICES TO LIMITED ENGLISH-SPEAKING

Project Number	Project Name	Fiscal Year	FFY 1991 Carryover	FFY 1992 Carryover	SFY 1992 State	SFY 1993 State	TOTAL
9.1	Regional Public Library Systems	1992	75,201				75,201
		1993		75,201			75,201

BEST COPY AVAILABLE

SOURCE OF FUNDS SUMMARY BY LSCA PRIORITY
Continued

PRIORITY: SERVICES TO THE ELDERLY

Project Number	Project Name	Fiscal Year	FFY 1991 Carryover	FFY 1992 Carryover	SFY 1992 State	SFY 1993 State	TOTAL
10.1	Regional Public Library Systems	1992	143,038				143,038
		1993		143,038			143,038

PRIORITY: LITERACY PROGRAMS

Project Number	Project Name	Fiscal Year	FFY 1991 Carryover	FFY 1992 Carryover	SFY 1992 State	SFY 1993 State	TOTAL
12.1	Regional Public Library Systems	1992	263,427				263,427
		1993		263,427			263,427

PRIORITY: ADMINISTRATION

Project Number	Project Name	Fiscal Year	FFY 1991 Carryover	FFY 1992 Carryover	SFY 1992 State	SFY 1993 State	TOTAL
18.1	Administrative Expenses for LSCA	1992	230,788		257,814		488,602
		1993		230,958		252,814	483,772

TITLE II - PUBLIC LIBRARY CONSTRUCTION

Project Number	Project Name	Fiscal Year	FFY 1991 Carryover	FFY 1992 Carryover	SFY 1992 State	SFY 1993 State	TOTAL
1.1	Public Library Construction	1990**	35,213				
		1992	1,014,395				1,049,608
		1993		1,014,395			1,014,395

SOURCE OF FUNDS SUMMARY BY LSCA PRIORITY
Continued

TITLE III - INTERLIBRARY COOPERATION AND RESOURCE SHARING

PRIORITY: ESTABLISHING, EXPANDING, AND OPERATING LIBRARY NETWORKS

Project Number	Project Name	Fiscal Year	FFY 1991 Carryover	FFY 1992 Carryover	SFY 1992 State	SFY 1993 State	TOTAL
2.1	Demonstrations of Interlibrary	1992	142,452				142,452
	Cooperation	1993		0			0
2.2	Interlibrary Loan and Reference	1992	1,069,365				1,069,365
	Referral Network	1993		1,211,817			1,211,817
2.3	Texas Union List of Serials	1992	1,500				1,500
		1993		1,500			1,500

** 1990 LSCA Title II funds which had been budgeted in 1991 for payment of indirect costs. DOE changed our basis for indirect costs and excluded pass-through funds.

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STATE Texas
FY FY92
CAN 1E000500

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-5571

THE LIBRARY SERVICES AND CONSTRUCTION ACT
STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 et seq., unless otherwise noted

ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	1.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Texas State Library - State Agency

2. NAME OF PROJECT, Specify grant program activity by line item number 1.1
Public Library Services to Areas without Services

3. TARGET AREA TO BE SERVED BY PROJECT
County

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 42,000

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	84,980	[redacted]	[redacted]	84,980
CURRENT FY FUNDS				
TOTAL EXPENDITURES	84,980			84,980
CARRYFORWARD TO NEXT FY	124,980	[redacted]	[redacted]	124,980

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

1. Objectives and Need For This Assistance.

a. Objective

To encourage and support the establishment of public libraries in unserved counties. (Goal 3, Objective 3.1, p. 3-7 of the Long Range Plan for Statewide Library Development, 1992-1995.)

CHECK TITLE	PROJECT NO.
☒ I ☐ III	1.1

Continued

b. Need

An analysis of the need for this project is provided in Chapter 4, p. 4-21 of the Long Range Plan for Statewide Library Development, 1992-1995.

2. Results or Benefits Expected.

Number of counties with public library service: 241
Number of counties funding public library service: 195

3. Approach.

Funds will be awarded for the establishment of libraries in unserved counties. Applications for Establishment Grants are mailed to all county judges in counties without public library service by December 31. Regional library system coordinators also receive copies of Establishment Grant applications.

The State Library and regional library systems provide consultation to members of new library boards who apply for Establishment Grants. To assist new libraries, consultants explain the grant guidelines and rules and regulations for system membership. Consultants also provide assistance in establishing and operating public libraries. During the grant period, they are often called upon for help in a variety of technical areas.

Each grant may extend up to three years, subject to annual reapplication by the subgrantee and approval by the Texas State Library. A subgrantee, who qualifies for three annual awards, receives a minimum of $20,000 a year for three years.

In order to qualify for these grant awards the local county government must agree to appropriate and expend county funds in an amount needed to meet Texas Library System minimum membership criteria.

Throughout the project period, recipients are advised that they may revise unrealistic or unattainable project objectives. Revised measures of performance are submitted with the library's narrative and statistical reports. Budgetary revisions may be authorized by the Texas State Library if original budget estimates prove incorrect. Such budgetary revisions are authorized by Letters of Concurrence which officially amend the expenditures section of the contract.

CHECK TITLE	PROJECT NO
☒ I ☐ III	1.1

Continued

Failure by subgrantees to submit any of the required documents shall constitute defaulting on the LSCA contract and shall be grounds for suspending the grant. Failure by the local county government to appropriate and expend the required amount of county funds will also be grounds for suspending the grant. Audits will be reviewed by the Texas State Library staff, and audit exceptions will be resolved.

Evaluation of the project's over-all success will be measured by the decrease in the number of previously unserved counties, the number of Texans served by the Texas Library System, and the number of counties appropriating funds for Texas libraries.

All Texas public libraries in counties without library service are eligible to participate. Consultants for this project include the staff of the Library Development Division and Regional Systems offices.

For additional information concerning the approach to be used to meet the objectives of Project 1.1, Public Library Establishment, see Appendix A, Establishment Grant Guidelines.

4. Geographic Location.

Any Texas county without library service is eligible to apply for an Establishment Grant.

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TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	1.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Dickens County-Spur Public Library - Local Library

2. NAME OF PROJECT, Specify grant program activity by line item number 1.1.1
Public Library Services to Areas without Services

3. TARGET AREA TO BE SERVED BY PROJECT
County

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 2,800

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	20,000			20,000
CURRENT FY FUNDS				
TOTAL EXPENDITURES	20,000			20,000
CARRYFORWARD TO NEXT FY				

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See Narrative which follows.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	1.1.1

Continued

Project Title: First Year Establishment Grant
Project Funding: $20,000

Dickens County-Spur Public Library was awarded a first year Establishment Grant of $20,000 to begin a full range of library services to all of the 2,500 residents of Dickens County and the City of Spur by improving access and availability of library materials, and by promoting library use by senior citizens, children, prison inmates and all county residents. Grant funds will be used to purchase 1,500 titles including large print books and children's books. Book drops will be placed in outlying communities, as well as at a nearby prison. Benefits expected include accessibility of large print books for senior citizens, teaching pre-school and elementary students library use, providing junior high, high school and post-high school students access to study materials, encouraging adults to benefit from full library service, and otherwise enriching the quality of life in this rural community. The library is a joint county-city library under the administrative control of the city.

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ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	1.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Starr County Library - Local Library

2. NAME OF PROJECT, Specify grant program activity by line item number 1.1.2
Public Library Services to Areas without Services

3. TARGET AREA TO BE SERVED BY PROJECT
County

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 39,200

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	64,980			64,980
CURRENT FY FUNDS				
TOTAL EXPENDITURES	64,980			64,980
CARRYFORWARD TO NEXT FY				

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See Narrative which follows.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	1.1.2

Continued

Project Title: Second Year Establishment Grant
Project Funding: $64,980

Starr County Library was awarded a second year Establishment Grant of $64,980 to assist the library in meeting the educational, informational, social, cultural and recreational needs of all citizens of the county. Building upon the accomplishments of the first year, the library will purchase 5,000 books, subscribe to 55 periodicals, provide weekly programs for preschoolers and a summer reading program for 150 children, register 3,300 patrons, circulate 15,000 items, answer 850 reference questions, and refer 240 interlibrary loan requests. The City of Roma, located 15 miles west of Rio Grande City, will have limited access to library services through the local county service center, and by means of telefax delivery of 300 pages of reference material. Starr County is one of the most socioeconomically depressed areas of the nation.

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ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	*PROJECT NO.*
☒ I ☐ III	2.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Texas State Library - State Agency

2. NAME OF PROJECT, Specify grant program activity by line item number 2.1
Public Library Services to Areas without Services

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 16,838,200

5. PROPOSED ESTIMATE BY SOURCE	*LSCA*	*STATE*	*LOCAL*	*TOTAL*
CARRYOVER FROM PREVIOUS FY	544,033			544,033
CURRENT FY FUNDS		4,863,368		4,863,368
TOTAL EXPENDITURES	544,033	4,863,368		5,407,401
CARRYFORWARD TO NEXT FY	680,564			680,564

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

1. Objectives and Need For This Assistance.

a. Objectives

To award system operation grants to the library systems. (Goal 1, Objective 1.1, p. 3-1 of the Long Range Plan for Statewide Library Development, 1992-1995.)

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO
☒ I ☐ III	2.1

Continued

To encourage provision of regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries. (Goal 2, Objective 2.5, pp. 3-6 and 3-7 of the Long Range Plan for Statewide Library Development, 1992-1995.)

To encourage library systems to provide library service to counties without local public library service. (Goal 3, Objective 3.2, p. 3-7 of the Long Range Plan for Statewide Library Development, 1992-1995.)

To provide technical assistance and consulting upon request to librarians, library staff, trustees, advisory councils, and interested persons. (Goal 4, Objective 4.1, p. 3-8 of the Long Range Plan for Statewide Library Development, 1992-1995.)

To facilitate, coordinate, and promote statewide library continuing education activities, and to prepare and provide continuing education workshops and materials for interested persons working in and with libraries. (Goal 4, Objective 4.2, pp. 3-8 and 3-9 of the Long Range Plan for Statewide Library Development, 1992-1995.)

To assist libraries in improving library services to the disadvantaged. (Goal 5, Objective 5.1, p. 3-10 and 3-11 of the Long Range Plan for Statewide Library Development, 1992-1995.)

To provide assistance for adult literacy programs in public libraries. (Goal 5, Objective 5.5, pp. 3-12 and 3-13 of the Long Range Plan for Statewide Library Development, 1992-1995.)

b. Need

An analysis of the need for this project is provided in Chapter 4, pp. 4-2 through 4-53 of the Long Range Plan for Statewide Library Development, 1992-1995.)

2. Results or Benefits Expected

The number of persons served by the Texas Library Systems will be 15,000,000 persons.
The number of library materials purchased through the library systems to support local library and system services will be 289,600.
The number of persons viewing audiovisual materials in the library systems will be 6,282,500.
The number of circulations from system extension collections (books, cassettes, art prints) will be 80,360.

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1

Continued

The number of materials circulated using the library systems' automated circulation systems will be 9,107,600.
The number of consultant hours of assistance provided by the library systems will be 17,727.
The number of continuing education student hours provided by the library systems will be 22,600.
The number of publicity materials distributed by the library systems will be 496,250.
The amount expended by the library systems on library materials and services impacting the disadvantaged will be at least $1,000,000.
The number of student hours of literacy instruction in system-supported literacy training programs will be 306,900.

3. Approach

The annual plan for system development in each of the regions is the product of planning by the major resource center director, the designated system staff, the system advisory council, the system member librarians, and the lay representatives selected by the system member libraries' local governing authorities. While the Library Systems Act specifies that the annual plan must be prepared by the Major Resource Center in close consultation with the system advisory council, the Rules for Administering the Library Systems Act require that the planning and program determination involve system librarians and lay representatives. All annual plans submitted must document this broad-based participation in the planning process. In addition to the annual plan for systems development, each system is required to develop a biennial long range plan.

Fiscal support for the systems development program will be derived from the state Library Systems Act state appropriation and from the federal Library Services and Construction Act. Merging these two funding sources for the implementation of the systems program will ensure a more significant impact on the improvement of service in Texas. Again in FY 1992, systems will be awarded funds to implement system-wide literacy programs using a variety of approaches. These include awarding minigrants to member libraries which apply for such assistance, and training and consulting in the area of adult literacy. Some systems will try to encourage new literacy projects, while others will concentrate on enhancing existing programs.

System plans of service for SFY 1992 will be submitted by the ten public library systems according to application guidelines prepared by the Texas State Library staff and approved by the Texas State Library and Archives Commission. Proposals will be evaluated by the staff, and final recommendations regarding funding will be presented to the Texas State Library and Archives Commission for review and approval.

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1

Continued

Systems must complete and file with the Texas State Library the following documents: (1) five quarterly expenditure reports of grant disbursements and/or encumbrances; (2) two six-month narrative evaluation reports; (3) twelve monthly statistical reporting forms (see Chapter 4 of the Long Range Plan for Statewide Library Development, 1992-1995); (4) one final audit of grant funds due six months following the termination of the system contract; and (5) update to the six-year plan.

Failure to submit any of the required documents shall constitute defaulting on the contract and shall be grounds for suspending the grant. Audits will be reviewed by the Texas State Library staff, and audit exceptions will be resolved.

Appendix B of the Long Range Plan for Statewide Library Development, 1992-1995 contains the evaluation outline which serves as a guide for preparing semiannual narrative reports. Each system must account for variances in meeting goals and objectives during the fiscal year. Also in Appendix B are the Standardized Reporting Form and a guide for conducting on-site evaluations.

Libraries eligible to apply for grants are those ten major resource centers serving as headquarters for the public library systems. Recipients of the system services will be those public libraries accredited as system members and those additional public libraries authorized to receive special services under the system plan of service. Personnel involved in the project will be the Assistant State Librarian, the Director of the Library Development Division, the Manager of the Library Systems and Networks Department, the Library Systems Administrator, the Grants Administrator, the Grants Administrative Assistant, the Office Manager, and the Statistics Assistant. Proposals will be reviewed by the State Library staff and will be approved by the State Library and Archives Commission.

For additional information concerning the approach to be used to meet the objectives of Project 2.1, Regional Public Library Systems, see Appendix B, Guidelines for System Plans of Service.

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1

Continued

4. Geographic Location.

Big Country Library System
(Abilene Public Library)

Central Texas Library System
(Austin Public Library)

Houston Area Library System
(Houston Public Library)

Northeast Texas Library System
(Nicholson Memorial Library, Garland)

North Texas Library System
(Fort Worth Public Library)

San Antonio Area Library System
(San Antonio Public Library)

South Texas Library System
(Corpus Christi Public Library)

Texas Panhandle Library System
(Amarillo Public Library)

Texas Trans-Pecos Library System
(El Paso Public Library)

West Texas Library System
(Lubbock City-County Library)

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(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Abilene Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 2.1.1
Public Library Services to Areas without Services

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 460,900

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	22,135	[redacted]	[redacted]	22,135
CURRENT FY FUNDS		270,472		270,472
TOTAL EXPENDITURES	22,135	270,472		292,607
CARRYFORWARD TO NEXT FY	27,690	[redacted]	[redacted]	27,690

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

The objective of the **Administration** project is to effectively administer the various system programs. Programs will be administered to expend allocated funds for the optimum benefit of all public libraries comprising the Big Country Library System. System administration includes all duties related to general planning, budgeting, personnel management, grant administration, and evaluation. Generally useful information and library news will be widely disseminated through Big Country News, the system newsletter. Costs allocated to administration include equipment, supplies, and staff needed to accomplish activities such as those above which pertain to several or all system programs.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.1

Continued

The objective of the **Books by Mail-Homebound** program is to serve those homebound residents of the Big Country who cannot use regular library service. Homebound residents will be eligible to request books from the collections of the system and the Abilene Public Library. Patrons will be asked to complete a profile indicating areas of interest. Based on this information, the library assistant will select appropriate titles to send. This service is provided to the patron free of charge including the cost of postage. It is projected that 1,000 materials will be circulated by the Books by Mail-Homebound program this fiscal year.

The **Collection Development** project will supplement badly strained local budgets. This project will also provide incentives for member libraries to increase their local book and material budgets. A collection development benefit calculated according to a formula will be allocated to each system member library. The system will subscribe to up to four professional journals for each member. Members may also use these funds to purchase non-book materials such as phonorecords, audio or video cassettes, equipment, or subscriptions to automated databases to enhance their total collection and service potential. Two hundred dollars ($200) will be added to the allocation of any library that agrees to subscribe to a periodical index and at least five magazines indexed in it. The system will continue to encourage development of non-member public libraries and promote their legal establishment by allocating up to $100 for large budget or reference items chosen by the librarian from a specially prepared selection list.

The objective of the **Consulting** program is to provide information and advice to the staffs and governing bodies of system member libraries as needed and requested. Professional staff will attempt to visit every library at least once during the fiscal year and will be available for additional visits as necessary and as funds permit. Consulting services will also be conducted by phone and mail to whatever extent possible and effective. Evaluations will be conducted on request regarding adequacy of building, governing structure, staff, collections, and/or services. The system will continue to encourage the area's non-member libraries to become legally established and to aim for system membership. System staff will also consult with officials of Throckmorton County in an effort to establish a library in that county. Professional materials will be purchased for loan on request or in response to needs discussed during consultation.

The **Continuing Education** program will provide opportunities for local library staff and board members to increase their knowledge of library services and techniques and improve their ability to serve their patrons. In SFY 1992, the Big Country Library System will present eight continuing education workshops.

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.1

Continued

The **Film Services** program offers an important educational and recreational medium for a wide variety of needs. The system will make 16mm films and some videocassettes available to all Big Country Library System area public libraries (member and non-member) on a spot booking basis. Patrons may use system films for home entertainment, continuing education, club programs, and community projects. Librarians may use system films for library programs, to show at nursing homes and senior centers, or as educational or recreational programs for children and adults. Titles will be chosen by the MRC film librarian to foster coordination between the Abilene Public Library collection and the Big Country Library System collection. Both collections are available to system libraries. New system member libraries will receive on deposit a 16mm film projector to enable them to take full advantage of the film program. Big Country Library System will also purchase videos with public performance rights for spot booking as a supplement to the film program. During FY 1991, system libraries and the Major Resource Center will show films to approximately 125,000 patrons with another 43,200 viewing films.

The **Limited English-Speaking Services** program provides library services to the non-English speaking population of the Big Country. A small collection of Spanish novels, how-to's, bilingual titles, and similar materials is available as part of the Extension Collection. For the Novelas Circuit, light novels, preferably photo or comic style novels in Spanish, all paperbacks, will be offered in packets of 30 to libraries for circulation to local patrons. The packets will rotate among participating libraries on alternate months. English as a Second Language (ESL) teaching programs (either tutoring or small classes) will be offered in volunteer Big Country Library System libraries. The library will structure and coordinate programs to meet local needs, reporting statistics to the BCLS office monthly.

The objective of the **Literacy** program is to provide direct service to those residents who are functionally illiterate so they will have those basic reading and mathematical skills necessary to live in today's world. In FY 1992, the system will continue a tutoring programs in member libraries. Participation will be voluntary. Those libraries desiring to establish a local library literacy project will be allocated funds with which to purchase books and supplies and prepare publicity. The participating libraries will structure and coordinate programs to meet local needs, reporting statistics to the BCLS office monthly.

The objective of the **Publicity** program is to make Big Country residents more aware of the services available from the system. The system will offer radio and television spots produced by ALA or TLA to stations in the Big Country. In addition, the system will purchase and distribute plastic book bags with a library promotional design. System bookmarks will be designed, printed, and distributed. In addition, publicity materials produced by ALA, TLA, or other systems will be distributed. Signs will be made as requested for area libraries.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.1

Continued

The **Services to the Elderly** program provides services to help meet the needs of elderly patrons. The system will purchase large type editions needed by older adults and others with vision problems. These books may be used for special shipments to the local library where the library staff or volunteers then take the shipment to nursing homes or senior centers. The books are then left as deposit collections for the use of residents. The Abilene Public Library Special Services Librarian also uses these materials to serve local nursing homes, senior centers, and homebound patrons. During FY 1992, the system will purchase 350 large type editions for the collection. The system and the Abilene Public Library will circulate 12,000 large type editions.

The objective of the **Shared Resources** program is to broaden the service capabilities of libraries in the Big County Library System area. The System will purchase books which offer the patron popular materials of short shelf life. Libraries who wish to receive materials to supplement their collections may complete a profile stating the types and quantity of materials they desire. Books are sent monthly, unless otherwise specified, and may be used for up to a year or until they become shelf-sitters.

OMB NO. 1850-0528
EXP. DATE 08-31-93

STATE	Texas
FY	FY92
CAN	1E000500

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-5571

THE LIBRARY SERVICES AND CONSTRUCTION ACT
STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 *et seq.*, unless otherwise noted

ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Amarillo Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 2.1.2
Public Library Services to Areas without Services

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 385,800

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	14,319			14,319
CURRENT FY FUNDS		179,695		179,695
TOTAL EXPENDITURES	14,319	179,695		194,014
CARRYFORWARD TO NEXT FY	17,914			17,914

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See Narrative which follows.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.2

Continued

The objectives of the **Administration** program are to manage and administer the system grant, support other system programs, provide a formal mechanism for developing problem solving abilities of library staff, and to stimulate citizen interest and commitment to improving library services. System staff will continue standard accounting and reporting procedures. Active contact with local library boards, friends groups, and local governing bodies will be made by system staff. To provide access to news and ideas affecting library service, a regular newsletter is published, issue oriented "talk sessions" are encouraged and sponsored, and semi-regular mailings are made. Bimonthly meetings of librarians, lay representatives, Advisory Council, system staff, and MRC staff will be held to encourage coordination, communication, and involvement in system planning and activities.

The objective of the **Automation** program is to continue data conversion of member libraries as a vital step toward a shared computer system for on-line catalog, circulation control, and resource sharing. The shared computer system to be utilized is the Harrington Library Consortium. The Texas Panhandle Library System will contract with the Harrington Library Consortium(HLC) for start up access point for participating member libraries. Access points include minimal hardware consisting of a multiplexer, modem, terminal, barcode reader/ wand, and necessary cables. Telecommunications and HLC port fees will also be provided for the first year. A second access point will be placed in one or two one-port sites currently on-line. Retrospective conversion of holdings will be input in the 1,200,000+ title HLC data base. Unique titles will be transferred from OCLC to HLC by system staff. Financial support will be provided member libraries for unique title transfers and retrospective conversion of titles not found in the HLC data base.

The **Collection Development** program is designed to increase the quality and quantity of materials in area libraries. The program also aims to increase the accessibility of materials by allowing each member to use system funds for commercial card sets and/or by providing cataloging information upon request from the MRC. Collection Development funds are allocated to member libraries according to the formula adopted by the system. System member librarians will select and order library materials to be shipped to the ordering libraries and paid with system funds. Librarians allocate portions of their funds to be spent with the jobber or on a lease plan. Member libraries may use the Amarillo Public Library's discount with a jobber for system and local funds as well. During this fiscal year, the Texas Panhandle Library System will purchase 6,154 materials through this program.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.2

Continued

The aims of the **Consulting** program are to assist in the development of library programs and services that are new to some or all libraries, to provide expertise for the expansion of library services to unserved areas, to stimulate citizen interest and commitment to improving library services, and to prepare area libraries for automated library services. System staff will provide expertise, advice, feedback, and guidance on an individualized basis through on-site consultations, letters, and telephone calls to non-members and member libraries. System staff will provide on-site information to library boards and other citizens interested in library services. Additional support will be provided to unserved and rurally isolated citizens through rotating collections, services to the elderly, limited English-speaking, and reciprocal borrowing. The system will produce and print a professional collection catalog and an updated *Directory of Libraries in the Top 25 Counties of the Panhandle.*

The **Continuing Education** program seeks to develop library personnel and to expand their base of knowledge. The need for this program exists because of the wide range of formal education among area library staffs. Several approaches will be taken to fulfill the above objectives. These include: 1) full-scale major workshops designed to be of interest to many; usually geared to more than one type of library; subject treatment to be broad; attendees are not expected to acquire any specific skills, but rather an informational and attitudinal overview of the topics; 2) mini-workshops held in the area; designed to be of interest to public librarians; to cover topics best transmitted in small groups, such as specific skills or subjects generating discussion; 3) work sessions held on afternoons of bimonthly system membership meetings; designed to focus on either basic library skills or specific problems; not all librarians will need; sessions are usually intensive and concentrate on one specific skill or problem. Specific workshop topics will include children's programming; collection development, acquisition, and management; reference, and basic skills.

The **Media Services** program provides 16mm films from a growing central collection to member libraries free of charge and provides a variety of 16mm films for in-house and walk-in patron use through continuing the film packet service. Films from the collection are provided free of charge to member libraries on a "spot booking" basis. Librarians may utilize either film request forms to mail in their request, or a system credit card number to call into the Amarillo Public Library and request films for library programming use or for their patrons. System funds will be used to add approximately ten new films to the collection. The system will produce and print a revised film catalog.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.2

Continued

The objective of the **Literacy** program is to support literacy programs in the Panhandle Region through the use of library facilities, publicity, and the development of library collections to assist Adult Basic Education, GED, and English as a Second Language students in the area. The Texas Panhandle Library System, Amarillo Public Library, and Amarillo College will continue to cooperate on a tutoring program in Amarillo Public Library and its branches through the Amarillo Area Literacy Council. Materials and publicity will be provided to existing literacy programs and to other system members holding tutoring sessions in their facilities. Member libraries with literacy programs will be encouraged to focus efforts on retention of students and further statistical analysis of participating students and tutors. All disposable workbooks and teachers manuals will be provided for tutors and students.

The **Reference/Information and Referral** program extends the reference capabilities of member libraries and provides access to regional information and referral data. System member libraries may telephone the system office to request assistance in answering reference questions which cannot be answered through local resources. System staff will utilize the Amarillo Public Library reference collection and the resources of the Harrington Library Consortium. Resources will be purchased by the system for the collective use by members. Staff will begin collecting and organizing information and referral data for the Panhandle Region. This data will be entered in the Information and Referral Subsystem of the Harrington Library Consortium for access by area libraries.

The **Shared Resources** program provides libraries access to neighboring member library collections to persons without public library service and to other residents without payment of a non-resident fee. This program is comprised of four components: 1) reciprocal borrowing, 2) permanent loans, 3) extended loans, and 4) postage reimbursement. To participate in the Reciprocal Borrowing component of this program, the governing authority of a member library must agree to open the library's collection to patrons from other participating libraries. Net lenders are reimbursed from all loans made over a monthly base figure. The system also reimburses libraries for books that are lost by reciprocal borrowers and deemed irretrievable. The Area Permanent Loan component helps supplement the collection of area libraries. Books withdrawn from the Amarillo Public Library are made available on permanent loan to all public libraries of the 25 county area. The extended loan programs allows a library to borrow up to 200 (300 during summer reading club months) books taken from duplicates on the shelf of the Amarillo Public Library. Through the postage reimbursement component, area libraries participating in the Harrington Library Consortium who loan materials from local collections are reimbursed by the system for postage expenses.

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.2

Continued

The **Services to the Elderly** program provides enhanced library services to the elderly population of the Panhandle. Large print circulating packets are rotated through the system on a four month basis. Libraries are responsible for lost items, but not damaged ones. In response to recommendations from the system planning committee, talking books have been added to the circulating packets of audio cassettes.

OMB NO. 1850-0528
EXP. DATE 08-31-93

STATE Texas
FY FY92
CAN 1E000500

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-5571

THE LIBRARY SERVICES AND CONSTRUCTION ACT
STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 et seq., unless otherwise noted

ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Austin Public Library - Regional Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 2.1.3
Public Library Services to Areas without Services

3. *TARGET AREA TO BE SERVED BY PROJECT*
Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 1,686,100

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	72,411			72,411
CURRENT FY FUNDS		574,964		574,964
TOTAL EXPENDITURES	72,411	574,964		647,375
CARRYFORWARD TO NEXT FY	90,584			90,584

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

See Narrative which follows.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO
☒ I ☐ III	2.1.3

Continued

The **Administration** program has two objectives: 1) coordinate all programs and keep them responsive to the needs of constituents and 2) ensure that all constituents are able to get full benefit from system programs. Two membership meetings and a series of regional planning meetings will be held for members to discuss goals and their evaluation of current programs. Input from nonmembers will also be sought. The coordinator will meet with library boards, civic groups, and governing bodies to explain system services and to present information and answer questions about library operations. Meetings will also be held with library staff in response to requests for assistance, as a result of observed need, or for orientation of new library directors. During FY 1992, the coordinator will meet with 10 citizens groups, city/county commissions and library boards to discuss library issues. The Central Texas Library System newsletter, which is published monthly, is the primary method of information dissemination for system programs. The newsletter contains information on all System activities and programs, general news items, and suggestions for improved library operation.

The **Automation** program objectives are to: 1) develop and maintain a CTLS data base of records contributed by members, 2) create a CD-ROM union catalog utilizing records from the CTLS data base, and 3) assist members in acquiring and using the catalog as a local PAC and as a source of MARC records for local automated systems. The need for this program stems from the desire of members to lay the ground work for future reciprocal borrowing agreements by demonstrating to skeptical members the benefits of resource sharing. It also serves as an inexpensive means for members to acquire MARC records. The initial catalog is composed of the five CTLS libraries which have MARC records. During FY 1992, 12 libraries will have reciprocal borrowing agreements made possible by the catalog. 18 libraries will participate in the Lateral Interlibrary Loan Network.

The **Collection Development** program provides an incentive for local expenditures in collection development as it enhances the buying power of the library. The program allows small libraries to obtain large library discounts on library materials. Approximately one half of the system grant is divided among member libraries. The allotment formula is based on local expenditures with an inverse population factor. Libraries will receive subscriptions to one library periodical to provide access to current book reviews. Libraries agreeing to establish reciprocal borrowing agreements with anther member library will receive a $500 bonus for doing so. Libraries agreeing to participate in the lateral interlibrary loan network will receive a $200 bonus. The consultant will provide purchasing information on current encyclopedias and, if volume discounts are available, will arrange for members to pool their orders. Individual library collections are subject to a periodic evaluation to determine if the quality has improved.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.3

Continued

The objective of the **Consulting** program is to provide information and evaluation of local library services as requested by library staff. Three consultants experienced in the areas of adult services, children's services, and automated library systems will be available. The coordinator will consult on library administration and outreach. The consultants will respond to telephone and mail questions with brief answers, detailed information or on-site consulting will be available as necessary. During the fiscal year, each system member library will receive an on-site visit from one of the consultants. The collection development consultant will prepare bibliographies and evaluate two individual collections. The automation consultant will provide assistance to member libraries regarding the planning, procurement, and installation of automated library systems.

The **Continuing Education** program aims to improve the technical skills of library directors, staff, and volunteers. A secondary goal is to provide sufficient hours of continuing education for county librarians to maintain their certification. Five workshops will be presented on specific topics requested by constituents. Three of the workshops will be at the basic level and two will be more advanced. Workshop participants will evaluate each workshop and a summary of the evaluations will be filed with the Library Development Division of the Texas State Library. An orientation for lay representatives will be presented in conjunction with the September membership meeting.

The **Film Services** program augments local services by providing information and entertainment in a nonprint format. None of the CTLS libraries maintains its own film collection and only ten employ a children's librarian or staff member for programming. Member libraries use the film collection for in-house programs, nursing homes programs, and for circulation to local organizations. Films are selected for purchase by a committee of system staff and representatives from member libraries. The committee is divided into two groups, one to review adult films and one for children's. Each member library receives one 16mm projector and may check out films from the collection. Branch libraries that serve individual communities will receive projectors as money is available. An estimated 163,000 persons will attend film showings in FY 1992.

The objective of **Library Services to the Elderly** program is to supplement local collections with specialized materials that have a limited audience. Fifty packets of 55 large type books circulate to member libraries for a three month period. New titles are added to the collection periodically. Therefore, libraries have access to a collection of approximately 2,750 titles. Three new libraries will be added to the circuit this year increasing the rotating collection to 2,805 titles by the end of the year. Additional volumes are available to supplement the rotating collection upon request.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO
☒ I ☐ III	2.1.3

Continued

The **Limited English Speaking** program allows libraries to apply for additional collection development funds which may be used to purchase ESL, basic reading, and GED materials. Preference will be given to those libraries in areas with a large Spanish population or those that can demonstrate a high usage by Spanish-speaking patrons.

The **Literacy** program will enable more citizens to take advantage of library services and will help fulfill the library's role as an educational institution. Three individual libraries will elicit the aid of a community organization to establish a program of reading instruction in the library. Instruction will be on a one-to-one basis with the co-sponsoring organization taking the responsibility of recruiting instructors. The system will provide funds for instructional materials, tutor training, and the basic reading collection. Display shelving will be purchased for the basic reading collection and audio cassette style teaching equipment will be purchased if requested by the instructor. Tutor training materials, including video or audio cassettes, may also be purchased. Funds will be distributed on a competitive basis, with the Literacy Committee evaluating the applications and making recommendations to the Advisory Council regarding the libraries to be funded.

The **Publicity** program provides member libraries with the materials necessary to improve or maintain public awareness of the library. Member libraries receive printed materials to support system-wide activities or to publicize local activities. The system provides support materials for Children's Book Week, National Library Week, and the Summer Reading Club. In FY 1992, the system will distribute 84,000 pieces of publicity. The program will respond to requests for specialized materials from system member libraries. Evaluation of the program is based on feedback from constituents and repeat requests for materials.

The **Video** program seeks to provide information to patrons in nonprint format. Home-use videos will be divided into packets that will rotate among member libraries. The libraries will be responsible for circulation, statistics, and delivering packet to the next library. The collection will be made up of fiction and nonfiction videos for adults and children. It will not include commercial feature films and will attempt to eliminate other materials readily available from video rental stores. This way, the program will provide an alternate source of information and entertainment in video format.

OMB NO. 1850-0528
EXP. DATE 08-31-93

STATE Texas
FY FY92
CAN 1E000500

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-5571

THE LIBRARY SERVICES AND CONSTRUCTION ACT
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20 U.S.C. 351 et seq., unless otherwise noted

ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Corpus Christi Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 2.1.4
Public Library Services to Areas without Services

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 1,534,900

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	24,837			24,837
CURRENT FY FUNDS		526,951		526,951
TOTAL EXPENDITURES	24,837	526,951		551,788
CARRYFORWARD TO NEXT FY	31,070			31,070

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

The objectives of the **Administration** program are to develop a planning framework that encourages and documents the participation of members in developing the plan of service and to administer the program of service through the management of personnel, budget, and communications. Semiannual meetings of membership and the Advisory Council will afford members the opportunity to review progress towards the current plan of service and to develop future goals. A structured planning process will be used. Monthly statistics will be collected so that progress can be measured in meeting stated objectives. A newsletter, *Currents*, will be distributed ten times each year.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.4

Continued

The **Adult Literacy** program seeks to promote adult literacy through public libraries which are willing to provide tutoring space, build an appropriate print and non-print collection, provide a supportive environment, and collect relevant statistics. The Adult Literacy Committee will allocate funds among the participating libraries. Funds may be used for tutor training, printed materials, audio visual materials, display racks, and computer software. The Special Services Librarian will work with participating libraries to develop an appropriate materials collection and to examine ways in which the particular target group can be reached.

The **Automation** program provides librarians with the opportunity to develop computer literacy skills and to explore appropriate automation for small and medium size libraries. Librarians will be exposed to computer machine mechanics and will be given "hands on" instruction in software applications. Selected, routine library tasks will be automated when practical. Computer literacy training and facility with applications of software will be continued using microcomputers purchased in SFY 1988 and 1989. The interlibrary loan request transmission system and the electronic bulletin board, established to enhance communication between and among STLS and member libraries, will be evaluated.

The **Collection Development** program is designed to enrich and develop local library collections through the provision of printed materials, microforms, audio visual software and computer software for public use. Both audio visual hardware and public access microcomputers are eligible purchases under this program. Fast-fill will be maintained at $7,000 plus $200 for document delivery. Each library will choose its own purchasing options. Funds will be allocated according to a formula approved through the planning process.

The **Consulting** program seeks to provide on-site and telephone consultation for a variety of technical and administrative problems encountered in libraries. A professional staff member will visit each member library at least once during the fiscal year and will be available at other times upon request. The Coordinator will visit each non-member library and unserved county at least once during the fiscal year. Particular emphasis will be placed on collection evaluations, collection development consulting, and automation consulting. A collection of professional materials including books, journals, and video tapes will be developed and made available to member libraries.

The **Continuing Education** program provides opportunities for the continuing education of librarians through South Texas Library System sponsorship of workshops and seminars. The Continuing Education Committee will suggest suitable topics for workshops. At least ten contact hours of continuing education will be offered by the system annually. When feasible, a workshop will be presented in more than one location.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.4

Continued

The objective of the **Film Services** program is to provide access to a centralized 16mm film collection for the use of libraries in programming and for patrons' home use. Approximately 12 feature films will be leased for a year. Periodic annotated catalogs of holdings will be distributed to member libraries. The lending policy and sample contract will be incorporated in the catalog. Printed materials and public service announcements will be produced highlighting this program.

The **Publicity** program publicizes the services, resources, and needs of public libraries. Promotion of public libraries will make citizens more aware of the services and resources of libraries. The system will contract with a public relations consultant to design, select, and or acquire high quality, low unit cost materials which will be distributed to members on a per capita basis.

The **Reference Back-up** program provides assistance in answering reference questions which cannot be answered in member libraries. Patrons will have an opportunity, beyond the resources of their local library, to receive an answer to a request for information. Reference Back-up will pay for telephone calls for referral of information requests. Staff will execute a search strategy using the collection of the Major Resource Center, written and telephone inquiries to individuals, agencies, institutions, and data base searches through Dialog and DataTimes.

The **Technological Support** program provides libraries the opportunity to purchase equipment as an alternative to spending their collection development allocations on library materials. Libraries will acquire equipment unavailable from local funds which will enhance local library programming and services. Purchasing will be through the City of Corpus Christi.

The **Technical Services Assistance** program will promote high-quality uniform cataloging practices based on *Anglo-American Cataloguing Rules*, the Dewey Decimal Classification, and Library of Congress Subject Headings. Ten CD-ROM copy cataloging work stations with printers, in addition to five purchased in FY 1991, will be placed in libraries without access to standard bibliographic databases. A workshop, offered in two locations, will provide instruction in using catalog copy.

The **Video Services** program makes available to libraries and individuals this popular media format. Forty-three of the forty-four libraries have purchased VCRs. Video cassettes will be selected by the Media Supervisor with input from the Media Committee. During FY 1992, the system will purchase 615 video cassettes. The focus of the centralized collection will be non- theatrical titles which will be reserved through the computerized booking system. Packets of theatrical tapes will continue to rotate every two months among participating libraries. Closed captioned decoders will be purchased for each member library, thereby extending service to the hearing impaired. Closed captioned software will be marked. A new video catalog will be released.

OMB NO. 1850-0528
EXP. DATE 08-31-93

STATE Texas
FY FY92
CAN 1E000500

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-5571

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ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
El Paso Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 2.1.5
Public Library Services to Areas with Inadequate Services

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 639,400

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	35,661	[redacted]	[redacted]	35,661
CURRENT FY FUNDS		283,940		283,940
TOTAL EXPENDITURES	35,661	283,940		319,601
CARRYFORWARD TO NEXT FY	44,610	[redacted]	[redacted]	44,610

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

The objective of the **Administration** program is to administer the grant efficiently and according to the Rules and Regulations of the Library Systems Act. This program will ensure that all libraries benefit from the grant and that grant funds are used efficiently. Three Advisory Council and one lay representative meetings will be held to discuss goals and the evaluation of current programs. Librarians and lay representatives will be surveyed to evaluate programs. The coordinator will meet with library boards, civic groups, and governing officials to explain system services. A newsletter, containing information on system activities, useful information and news from member libraries, will be produced on a quarterly basis.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.5

Continued

The **Books-by-Mail** program provides a specialized book delivery system to thousands of persons living in isolated areas. A collection of paperback books and catalogs will be purchased from a commercial firm. In addition to the annual catalog, three supplements will be issued. Postage both ways and mailing permit fees will be paid by the system. In SFY 1992, this program will circulate 1,560 materials to patrons.

The **Collection Development** program strengthens print and non-print resources throughout the region. Limited local budgets cause the area libraries to depend system allocations to build their collection. Funds are allocated to the Major Resource Center on a flat basis while the remaining libraries receive their allocation based on formula. Member libraries may use a portion of their funds to purchase audio visual materials, microforms, non-book materials, and microcomputer hardware and software. Libraries may also qualify for an incentive grant. A library is eligible to receive an incentive grant if their local materials budget is increased by 10% or if they spend at least 25% of their local tax budget for library materials. Non-member libraries are offered a small book leasing plan.

The **Consulting** program is designed to provide information and advice to area librarians and board members. The coordinator and or the assistant coordinator will visit each library at least once during the year. System staff will respond to telephone and mail questions. Librarians may call collect for help on any problem. Evaluations of individual collections will be made on request. Professional materials will be purchased for loan to area librarians.

The **Continuing Education** program provides training to area librarians, staff, board members, and volunteers. To fulfill the objective of this program, four workshops will be held during the fiscal year. Topics will be new technology and the small library, system and local five-year plans, budgets and grants, and young-adult programming. The Continuing Education Committee will meet and recommend other topics for consideration. Librarians will be surveyed to ascertain topics of interest.

The objective of the **Film Services** program is to provide member libraries access to an adequate supply of 16mm films and filmstrips and the projectors to show them in their communities. Each member library receives one 16mm projector and may check out films from the collection. All films purchased with City of El Paso and Texas Trans-Pecos Library System funds are available for loan. The system pays the cost of film postage and equipment maintenance. Films are selected by the MRC film librarian with input from system members. During FY 1992, the system will purchase 38 films.

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.5

Continued

The **Literacy** program provides instruction to and materials for those persons meeting the adult literacy criteria. Each system member has the option to participate in the adult literacy program. Instructors will be provided to establish classes in GED or ESL in two libraries. Local librarians and/or instructors will publicize the classes. The Assistant System Coordinator will aid in selecting materials for use in classes. The system will provide funds for instructional materials. Statistics, such as number of classes and attendance, will be maintained.

The objective of the **Publicity** program is to provide basic public relations materials to the libraries of the system. Through the program, member libraries obtain materials to improve and/or maintain public awareness of libraries. The Printing Operator will produce publicity items, such as monthly calendars, bibliographies, instructional booklets, film and puppet catalogs, flyers, bookmarks, directional and instructional signs, library applications, and borrower's cards for the Major Resource Center and member libraries.

OMB NO. 1850-0528
EXP. DATE 08-31-93

STATE Texas
FY FY92
CAN 1E000500

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-5571

THE LIBRARY SERVICES AND CONSTRUCTION ACT
STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 et seq., unless otherwise noted

ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Fort Worth Public Library - Regional Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 2.1.6
Public Library Services to Areas without Services

3. *TARGET AREA TO BE SERVED BY PROJECT*
Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 1,857,000

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	61,942	[redacted]	[redacted]	61,942
CURRENT FY FUNDS		566,640		566,640
TOTAL EXPENDITURES	61,942	566,640		628,582
CARRYFORWARD TO NEXT FY	77,486	[redacted]	[redacted]	77,486

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

See Narrative which follows.

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.6

Continued

The objectives of the **Administration** program are to: coordinate the activities of the grant program; monitor expenditures and budget; supervise system personnel; do long range planning for the system; and consult with the membership, the Advisory Council, the Assistant Director of the Major Resource Center, and the Texas State Library on system matters. In order to fulfill these objectives regular system committee meetings, system-wide meetings, and Advisory Council work sessions will be held to provide member participation in planning and implementation of system programs. A bimonthly system newsletter will be produced to disseminate information concerning system programs. The coordinator continue assisting in the reorganization of the system into a nonprofit corporation. A group of system committees will be selected to assist in the implementation of the Excellence in Libraries plan and replace current committees when the plan is fully operational.

The **Collection Development** program focuses on developing stronger, more current collections in the system member libraries. This program strives to provide adequate numbers of materials to meet user needs and is the highest priority of member libraries. A basic grant of $3,000 will be allocated to each system library. The remaining amount will be distributed according to population proportionally based on the most recent census estimates provided by the Texas State Library. System member libraries may expend their collection development funds on the purchase of nonfiction books, current and popular titles, videocassettes, audiovisual materials, and selected professional journals.

The **Consulting** program responds to requests of system members when the need for selective information is greater than that available from their individual libraries. The program also provides consulting and professional expertise in selected areas of current events and trends in library science on the federal, state, and local levels. Consulting and professional assistance will be provided to system libraries via telephone, on-site visits, written communication, and meetings. The consultant will be available to make presentations promoting system services and library developments to governing bodies, public service groups, and library boards.

The **Continuing Education** program provides opportunities for librarians, staff, and lay representatives to be exposed to programs which deal with the rapidly changing trends in the library profession. It also provides programs that develop the public library services of the member libraries and educational programs that compliment the services of the North Texas Library System. Staff will provide a total of eight workshops for use by librarians, staff, and lay people. In addition, eight mini workshops will be presented, 2 of which will follow system meetings.

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.6

Continued

The objective of the **Film Services** program is to provide a centrally purchased, leased, and maintained collection of films for the use of system members, non-members, and their patrons. The Media Librarian will complete the five year collection development plan for film acquisitions. The criteria used for this plan are: 1) statistics on use provided by the automated film reservations system, 2) survey of film users regarding current and projected subject area needs, and 3) analysis of the current film collection to determine strengths and weaknesses in relationship to criterion 1 and 2. System members will be supplied a catalog of 16mm films owned by the system. This catalog is published annually and updated bimonthly through the system newsletter.

The **Literacy** program is designed to advance members' expertise in the area of adult literacy, provide funds for system member library involvement in the area of adult literacy, encourage the development of training programs that target adults who are functionally illiterate, enhance program already in operation, and assist system members in developing their adult literacy collections. During FY 1992, the system will purchase $15,000 in literacy materials.

The **Publicity** program aims to heighten the profile of North Texas Library System membership; supply information on national, state, and local current events and trends in library service; assist member libraries with development of public information services and materials that meet their individual needs. The Administrative Assistant, in consultation with the Publicity Committee, will design, purchase, and supply each library member promotional items of a generic nature which will promote library service. The system button machine will be made available to libraries with button materials on a cost recovery basis.

The objectives of the **Videocassette Services** program are to act as a rotating base collection for member libraries; supplement local video holdings; and provide a centrally located collection of spot booking videos for use of system members and their patrons. Each participating library receives a packet composed of 50 videocassettes every other month. These are loaned under local circulation policies and procedures to patrons who have signed a contract accepting responsibility for any videocassettes loaned to them. At the end of two months, the packet is sent to the next library in the rotation. The spot bookable video is circulated under the same policy as the 16mm films. The Media Librarian is responsible for the review and repair of videocassettes and will purchase replacements for videocassettes lost or damaged. A video packet catalog will be produced and distributed annually to system members participating in the program.

OMB NO. 1850-0528
EXP. DATE 08-31-93

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ANNUAL PROGRAM (SEC. 3(13))
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(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Nicholson Memorial Library - Regional Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 2.1.7
Public Library Services to Areas without Services

3. *TARGET AREA TO BE SERVED BY PROJECT*
Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 3,406,200

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	106,216			106,216
CURRENT FY FUNDS		834,187		834,187
TOTAL EXPENDITURES	106,216	834,187		940,403
CARRYFORWARD TO NEXT FY	132,872			132,872

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

See Narrative which follows.

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.7

Continued

The objectives of the **Administration** program are to: manage the North Texas Library System fiscal year program from its development through its completion and evaluation; provide a bimonthly newsletter to keep all units apprised of system, membership, state, and national news not readily available from other sources; and encourage the involvement of member librarians, their staffs, lay representatives, and Advisory Council members in all aspects of the system program. This program also seeks to improve library services in the area through the Northeast Texas Library System (NETLS) program and the inevitable sharing of interests and expertise when various groups gather and by encouraging nonmember libraries to become members. The coordinator will supervise all system staff in the implementation and evaluation of projects. With the Advisory Council Chairperson and the Major Resource Center Director, the coordinator prepares the agendas for five Geographic Committee meetings and four system meetings. An extensive orientation is provided at the first system meeting of the year and is then available for all new library directors, lay representatives, and Advisory Council members that come on board during the year. The system newsletter is published and distributed bimonthly to keep the membership informed of various developments. Lateral communication is encouraged through Geographic Committee meetings and through telephone credit cards supplied by the system to each library and to council members.

The **Automation** program is designed to develop and maintain a regional NETLS database and to develop a technical and managerial environment suitable to expedite the sharing of library materials between the libraries in the region. Recognizing that automation best serves patrons at the local level, NETLS proposes to encourage and assist in local automation efforts which will provide significant local benefits and assist in regional development. A regional long range plan introducing members to automation technology and techniques and which provides for assistance to local library and groups of libraries to begin automation procedures was adopted in December, 1985 by the system membership. In FY 1992, the following parts of the plan will be operational: Project Clearinghouse, Project Hands-on, Project Data, and Project Micro. Project Seed will provide one library partial funding for a minicomputer or mainframe computer-based local library automation project. Libraries must show evidence of local funds to finance the additional costs of the automation project and evidence of continuing local support on the project.

The **Collection Development** program supplements the materials collections of member libraries to raise collection to 2-4 volumes per capita. The program also provides an avenue for member libraries to purchase materials at system discounts and a method for member libraries to purchase commercial cataloging and processing at an inexpensive cost. Collection development allocations are based on a formula approved by membership and the Advisory Council. The allocations may extend beyond library materials if either of these two criteria are met: 1) two volumes per capita are owned or 2) a local materials budget that matches the system allocation. If either are met, the library may use their allocation to purchase equipment, obtain the services of an expert consultant, or pay partial OCLC subscription fees and use charges. The Collection Development Librarian will evaluate member collections upon request and assist in developing collection procedures for members and nonmembers. A new microcomputer will be purchased to support recordkeeping for this project.

The objectives of the **Consulting** program are to improve library management, services, funding, and automation by providing consultation services to library staff, trustees, and Friends upon request; to improve library collections by providing evaluation services and by assisting in the development of materials selection policies and collection development plans; and to provide a method for a member library to use up to $2,000 of its collection development funds to employ an outside consultant to provide the necessary service. Consulting services are available on-site, by telephone, or by mail. When the need is observed, consultation will be given without request. Each member will be visited at least once during the year.

The **Continuing Education** program provides continuing education experiences for library directors, library staffs, lay representatives, trustees, and Friends and provides basic library management information to those with no previous library experience. In addition, the program provides to large groups the same service that the Consulting project provides to individuals and small groups. At least four workshops will be developed and presented in two locations. The topics will be those voted on by the membership prior to the beginning of the fiscal year. One or two mini workshops may be presented in the afternoons of system meeting days if the schedule allows and the need develops.

The **Film Services** program offers a spot booking collection of nontheatrical 16mm films and videocassettes with public showing rights to member and nonmember libraries and their users. Additionally, the program provides programming assistance, upon request, to system librarians and library users and provides assistance in locating items not found in the NETLS collection. NETLS member and non member libraries and their users have access to approximately 4,844 16mm films and videocassettes through this program. Items may be booked by mail or phone. Booking, inventory, and an online catalog are maintained through an automated system available to NETLS as a result of a contract with Region 10 Education Service Center in Richardson. The system is based on a HP3000 minicomputer. The Film/Cable Librarian is available for consulting in the area of media programming, locating items not in NETLS collection, and preparing specialized filmographies. A Film Committee assists the Film/Cable Librarian in film selection and in evaluating policies and procedures. NETLS maintains a reciprocal borrowing agreement with the North Texas and Central Texas Library Systems which permits member libraries access to additional films. NETLS maintains membership at no charge in the Television Licensing Center, a clearinghouse for off-air taping rights for television broadcasts.

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.7

Continued

The **Limited English Speaking** program provides minigrants to help support ESL projects that are locally sponsored or cosponsored by public libraries and are housed in the libraries. The system will make three competitive minigrants of $3,000 available to member libraries. The Collection Development Librarian will visit each of the projects that receive grants. Evaluation of the projects will be made through a written report of visited projects and monthly statistics.

The **Literacy** program provides minigrants to help support literacy projects that are locally sponsored or cosponsored by public libraries and are housed in the libraries. The system will make competitive minigrants of $3,000 available to six member libraries with existing projects. Priority in awarding the grants will go to new programs forming and to existing programs that did not receive grants in FY 1991. The Collection Development Librarian will visit each of the projects that receive grants. A written report will be made on each project.

The **Publicity** program has the following objectives: to broaden public awareness of libraries in general; to help promote an enlightened view of libraries and NETLS on the part of local governmental officials; to enhance local library publicity and programming efforts; and to promote awareness of NETLS and its services. The system will provide publicity assistance for local libraries. This will be accomplished by providing: 1) an informational brochure describing the structure, purpose, and services of NETLS; 2) plastic book bags that carry the slogan, "Our Library is a Member of the Northeast Texas Library System;" 3) various bookmarks and posters promoting libraries in general and specific NETLS programs; 4) news releases for NETLS programs; and 5) special book week materials.

The **Services to the Elderly** program enables participating libraries to provide a continuously changing and wider selection of large print materials to patrons who have difficulty reading standard size print materials. Approximately 70 member libraries will participate in this project. New titles will be selected to make up additional packets of 30 volumes and to replace missing volumes from older packets. A collection will remain in a library for two months and is then mailed to the next library and a new packet is received. In FY 1987, a survey was taken to determine the types of large print materials most circulated. Material selection will follow the results of that survey.

The **Technological Support** program enables member libraries to purchase equipment which is neither audiovisual nor automation with their allocated funds. Librarians will be notified of their collection development allocation funds and allowed to designate what materials or equipment will be purchased for them.

CHECK TITLE	PROJECT NO
☒ I ☐ III	2.1.7

Continued

The **Videocassette** program augments the present videocassette collections of member libraries; supplies information and entertainment in the 1/2" videocassette VHS format to users of member libraries; and helps administrators of member libraries determine if there is a need for a local videocassette collection. Videos in the rotating circuit are entertainment types and most are for home viewing only. They are selected by the Special Services Librarian who also supervises the circuit. It is estimated that 77 of the 81 member libraries will participate in the circuit. Each packet of 30 tapes will remain in a library for two months and will then move on to another library in the circuit. Videos of nontheatrical nature will be selected by the Film Librarian and will become a part of the Film Services spot booking collection. This activity is described in detail under the Film Services program.

OMB NO. 1850-0528
EXP. DATE 08-31-93

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(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Houston Public Library - Regional Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 2.1.8
Public Library Services to Areas with Inadequate Services

3. *TARGET AREA TO BE SERVED BY PROJECT*
Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 4,501,400

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	123,510			123,510
CURRENT FY FUNDS		934,809		934,809
TOTAL EXPENDITURES	123,510	934,809		1,058,319
CARRYFORWARD TO NEXT FY	154,506			154,506

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

See Narrative which follows.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.8

Continued

The **Administration** program supports all administrative aspects of the programs and services the Houston Area Library System (HALS) provides for its member and nonmember libraries. The system staff will encourage participation of HALS member libraries in the annual planning and budget preparation process and in the on-going decision making process. This will be achieved through an annual needs assessment survey, contacts by telephone and written correspondence, geographic planning meetings, and two annual meetings attended by librarians, lay representatives, and the Advisory Council. The Assistant to the Coordinator will edit and produce a bi-monthly newsletter which will circulate upon written request to library board members, lay representatives, librarians, city and county officials, and interested citizens of member and nonmember libraries to communicate system and other professional activities. The System Coordinator, Assistant to the Coordinator, and the Extension Services Consultant will attend local, state, regional, and national meetings concerned with library services.

The **Automation** program continues to provide increased public access to books and other informational materials available in the Houston Area Library System and to assure efficient utilization of library services and materials. HALS librarians will be provided equipment and training to expand their applications of microcomputers. Up to five microcomputers and supporting equipment and software will be placed in libraries which have not yet received one. The Houston Area Library Automated Network, which is financially supported by its participating libraries, will continue to be supported by subsidizing the participants to the extent of their telecommunications costs. Five libraries are expected to apply for equipment grants in FY 1992 to install microcomputers to complete the Microcomputer Project begun in FY 1987.

The **Collection Development** program seeks to improve the quality and, to a certain extent, the quantity of library collections in HALS member libraries. Through this program, 66,170 books will be purchased by member libraries during FY 1992 for local collections. The Major Resource Center of the Houston Area Library System will receive a collection development allocation to strengthen its total collection in order to serve as a resource for all of the system members. All other libraries will receive a collection development allocation based on formula. A Collection Development Workshop is held each year at the commencement of the fiscal year. Libraries are strongly encouraged to use the selection lists developed for the workshops but may, as appropriate, select items in other areas. However, libraries which do not subscribe to the selection periodicals, Booklist and Library Journal, must use their HALS funds for this purpose. This requirement was initiated in FY 1987 and has been retained by recommendation of the Collection Development Committee. The Assistant to the Coordinator is available to assist libraries in developing their collections and will identify up to two libraries to work with in completing a full evaluation of their materials collection. Written evaluation reports will provide these libraries with long term guidelines for selection, weeding, and collection management.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.8

Continued

The objective of the **Consulting** program is to improve the quality of library services provided by member libraries through on-site consultations, by system staff and special consultants, supplemented by telephone and written assistance. The system will provide on-site technical assistance to all member and nonmember public libraries by subject specialists. Working with the system staff, libraries will identify needed areas of consultation and request an appropriate consultant through the system office. Consultants will submit written reports with their recommendations for each library. The program will fund at least twelve special consultations this year. System staff will also provide regular consultation support to the libraries by phone and on-site visits. A collection of materials to support consulting activities will be purchased and housed in the system office for staff and libraries' use. A vehicle will be leased by HALS for staff use in their on-site consulting with libraries. The cost of the lease is shared with the Administration, Continuing Education, and Microcomputer programs.

The purpose of the **Continuing Education** program is to upgrade the quality of library service in member and nonmember libraries through continuing education activities. Continuing education opportunities will be developed by the system staff through a series of workshops and seminars. Workshops or seminars will be presented by recognized specialists in program areas requested by member libraries and will be held in several locations. Topics presented each fiscal year are determined in the annual needs assessment survey and by the Continuing Education Committee. The workshops planned for this fiscal year will relate to and build on those offered in the previous year. Three full day workshops and a series of mini-workshops emphasizing very practical aspects of library service will be held. The latter is a new approach to providing training to HALS librarians in small libraries begun in FY 1987. By emphasizing fundamentals of library practice and holding the same workshop in multiple locations throughout the system, attendance by librarians in small libraries is facilitated. A vehicle will be leased by HALS for staff use in their on-site consulting with libraries. The cost of the lease is shared with the Administration, Consulting, and Microcomputer programs.

The **Film Services** program will continue to provide a significant collection of educational and recreational 16mm films for member libraries and their patrons and will maintain and expand its collection of educational videocassettes. In general terms, HALS sees a continuing shift in the emphasis of its media programs from films to videocassettes. The approach for FY 92 is to purchase most new materials in videocassette format, but maintain the film collection by replacing well used titles. With an emphasis on replacement, 50 films will be purchased. An on-going film rejuvenation program will allow for the rejuvenation of approximately 50 films. The materials will be educational and all will have public performance rights.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.8

Continued

Catalogs of both film and video collections will be produced and distributed to member libraries to provide access to the Film Library's holdings. An automated film booking system will be purchased for the Film Library. In addition, five film projectors will be purchased to replace existing equipment. The system will circulate 580,000 videocassettes from the video package collection during this fiscal year. Packets will be maintained at their current size through a program of careful review, weeding, and replacement. A balance in the types of material in each packet will be kept in mind. However, emphasis will be placed on children and family entertainment in response to the expressed needs of the libraries. The annotated catalogue of holdings will be updated and issued during the year.

The purpose of the **Literacy and Limited English Speaking** program is to provide materials, equipment, and training, as appropriate, to individual libraries in support of local literacy training programs. The system anticipates that 23,625 student hours of training will be provided by library based programs during which individuals will be taught to function as literate persons in their communities. Four libraries will receive individual grants from HALS to support training for the Limited English Speaking and nine libraries for literacy training. The programs will provide tutor training, literacy tutoring, tutoring of English as a Second Language, purchase instructional materials, equipment, and supplemental reading materials.

The **Services to the Elderly** program provides funds to support particular programs in individual libraries which serve the elderly in their communities. Seven libraries will receive grants from the system to support their services to the elderly. The programs funded will include: acquisition of large print books, books on tape, tape/slide cassette projector, BiFolkal kits, and cassette players; film programs at various sites; delivery of materials to senior centers and the homebound; training older volunteers to work with young children, and establishment of book collections at nursing homes, senior centers, and elderly housing units.

OMB NO. 1850-0528
EXP. DATE 08-31-93

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Lubbock City-County Library - Regional Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 2.1.9
Public Library Services to Areas without Services

3. *TARGET AREA TO BE SERVED BY PROJECT*
Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 722,100

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	32,643	[redacted]	[redacted]	32,643
CURRENT FY FUNDS		306,585		306,585
TOTAL EXPENDITURES	32,643	306,585		339,228
CARRYFORWARD TO NEXT FY	40,835	[redacted]	[redacted]	40,835

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

See Narrative which follows.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.9

Continued

The objectives of the **Administration** program are to perform those operations which fulfill the administrative responsibilities outlined in the *Rules and Regulations for Administering the Library System Act*. In order to fulfill those responsibilities the West Texas Library System staff will be responsible for budget preparation, fiscal management, purchase management, and contract management. The West Library System will conduct meetings of the Advisory Council and System Committees which assist in the planning and evaluation of System services. Program planning, budgeting, bookkeeping, evaluation, and reporting will be undertaken by the system staff in consultation with the Major Resource Center Director and Assistant Director, and with input from the Advisory Council, Future Program Planning Committee, librarians from system libraries, and Lay Representatives. To promote system communications, WTLS staff will publish the bimonthly newsletter, *In the Wind*.

The function of the **Collection Development** program is to supplement the book budgets of WTLS member libraries. In order to fulfill this objective, system member librarians will be provided with a fund against which books and periodicals can be charged. Funds will be allocated according to an incentive-equalization formula. No library may receive an allocation greater than the local book expenditures of that library in the latest completed fiscal year. Purchase of adult nonfiction books, current and popular titles, juvenile materials, paperback books, large-print materials, professional library periodicals, and lease of popular titles will all be available as options for expenditure of collection development funds.

The objective of the **Consulting** program is to provide on-site and other forms of technical assistance to system area libraries, their lay boards and governing bodies, in all areas of library administration; to provide information by telephone, mail, or other means to the staffs of 35 system area libraries, their lay boards and governing bodies; and to provide consulting assistance to citizens and/or governing officials who might wish to plan for the initiation of library services. Regular planned visits will be made to member libraries to facilitate communication and to build cooperation, as well as to undertake specific consulting tasks. In addition, the professional staff will be available, on request, to provide on-site consulting services or to provide information by mail or by phone to system libraries. Those counties without library service can also utilize these consulting services.

The purpose of the **Continuing Education** program is to provide opportunities for continuing education to the staffs of 35 system area libraries by planning and conducting workshops on all aspects of library administration. The system staff will plan, promote, and conduct eight workshops for librarians, staff, and lay persons. In FY 1992, system workshop topics will include services for the physically handicapped, intergenerational literacy, staff development, and summer reading.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO
☒ I ☐ III	2.1.9

Continued

The **Film Services** program supplies, on a shared basis, film hardware and software to meet the audiovisual programming and circulation needs of member libraries. Packets of 16mm films will rotate among system member libraries on a monthly basis. In addition, a spot-booking collection will be available through the system office. The system will purchase approximately 12 new and replacement films for the program in FY 1992. The system will also purchase 373 videocassette tapes which will be made available on a spotbooking basis to member libraries. The scope of the collection will be educational and instructional in nature, but non-theatrical, and will include only those videos which are available for public showing. A study of trends in 16mm film services versus video conducted in combination with the annual Audiovisual Questionnaire in FY 1990 determined that the trend toward purchasing children's and special occasion programs in the 16mm format and others in video should be continued. A new edition of the videocassettes cataloged will be published in addition to a supplement for the 16mm film catalog. Film and video holdings will be input into the OCLC database as purchased for inter-system sharing of audiovisual resources.

The **Limited English Speaking** program allows participating libraries the opportunity to offer Spanish-language and bilingual paperback books to library users. The system will continue to purchase these books for participating libraries to increase the number of materials available for loan and to replace those which have been lost or damaged. Each packet will rotate among the circuit participants every two months. Approximately 95 books will be purchased in FY 1992 for this program. English-as-a-Second Language tutor training sessions will be provided, as well as the necessary support learning materials.

The **Literacy** program aims to cooperate with agencies which are working to combat illiteracy in the WTLS area, by offering library space and support materials for classes and a publicity program to advertise this instruction. In those WTLS member libraries which participate in the literacy program, the most widely used method in teaching the functionally illiterate is one-on-one tutoring. The participating libraries continue to have a great need for trained tutors and there is a shortage of tutor trainers. The system will provide a basic collection of support materials for each library initiating a program. Libraries will also be provided promotional materials and disposable workbooks for tutoring classes, and tutor workshops.

The objective of the **Publicity** program is to purchase or produce materials publicizing local library services and system services for distribution to the member libraries of West Texas Library System. Promotional materials, such as bookmarks, posters, radio announcements, and television spot announcements, will be purchased or produced and distributed to member libraries for use in promoting library services to the public. Approximately 40,000 pieces of publicity describing and promoting system services will also be produced and distributed.

OMB NO. 1850-0528
EXP. DATE 08-31-93

STATE Texas
FY FY92
CAN 1E000500

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-5571

THE LIBRARY SERVICES AND CONSTRUCTION ACT
STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 et seq., unless otherwise noted

ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
San Antonio Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 2.1.10
Public Library Services to Areas with Inadequate Services

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 1,644,400

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	50,359	[redacted]	[redacted]	50,359
CURRENT FY FUNDS		385,125		385,125
TOTAL EXPENDITURES	50,359	385,125		435,484
CARRYFORWARD TO NEXT FY	62,997	[redacted]	[redacted]	62,997

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See Narrative which follows.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.10

Continued

The objective of the **Administration** program is to assure the planning, budgeting, and administration of grant funds in an efficient and cost effective manner. The program will include grant planning and administration, personnel management, general office operation, and production of the system newsletter. Professional staff will attend business and professional meetings and the Advisory Council will attend the Advisory Council conference and council meetings. Evaluation reports will be submitted as scheduled in the state contract. A bimonthly newsletter, detailing system activities, and providing current news and professional information will be distributed. At least one membership meeting, two Advisory Council meetings, a series of geographic committee meetings, and a planning committee meeting will be held to plan future goals and evaluate current programs. Non-member library reports will be presented at the annual membership meeting.

The **Automation** program's goals are to achieve better administrative use of the microcomputers in member libraries, to chart the direction for future system automation projects, to provide mini-grants for the purchase of administrative microcomputers. Competitive applications will be required from libraries wishing to qualify as recipients of mini-grants. The Automation Consultant will pursue an active training program for libraries with microcomputers and will visit each library at least once during the year.

The **Collection Development** program aims to strengthen the book collections of the system libraries by providing professional guidance and support in selecting titles and offering substantial discounts on cooperative book purchases. System libraries will purchase quality titles to meet local needs for general collections and for disadvantaged populations. Catalog cards and processing costs may be included. Funds are allocated according to an incentive formula adopted by the Advisory Council in 1983. A portion of the allocation will be designated for reference books to help upgrade the reference collections in the small libraries. Bibliographies will be provided by the Collection Development Consultant as needed to support the program. The San Antonio Public Library will continue to purchase the *Magazine Collection* and the *Business Collection* on microfiche which will provide their patrons and system member library patrons with more rapid filling of requests for periodical articles. Each library, except the Major Resource Center, will receive subscriptions to three library journals which will assist them in the selection of quality materials. This year, $2,000 will be used to purchase materials for a "fast-fill" collection to provide titles not available on interlibrary loan.

The goal of the **Consulting** program is to provide professional consultation and technical assistance in all areas of library administration to the libraries in the system service area. Regular consultation with the system libraries will be provided by on-site visits to each library by each consultant during the year. The coordinator will also be available for special consultations as requested, when particular problems arise, and when new directors are appointed. Consultation by telephone and by mail will be available continuously.

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.10

Continued

Assistance in establishing a means to provide local library service with materials that meet the needs of a rural, sparsely populated county will be the focus of these consulting activities. The Collection Development Consultant will evaluate the collections in the Boerne Public Library, the Kendalia Public Library, and the Sam Fore, Jr. Wilson County Public Library. A collection of professional books, demonstration software, and brochures will be available for loan from the system office to provide system librarians with materials on library administration, programming, automation, and management. A catalog of the collection will be published and distributed to all system libraries.

The **Continuing Education** program supplies continuing education opportunities in order to train and inform system librarians of current information and technical skills that will assist them in providing more effective library service and administration. The program also provides sufficient hours of continuing education for county librarians to maintain certification. Continuing education opportunities in the form of one full day workshop, two series of mini-workshops, a training session for Literacy Programs, and an orientation for new lay representatives proceeding the fall membership meeting will be presented. Topics and types of workshop were decided by system librarians through a questionnaire and by vote at geographic committee meetings.

The objective of the **Film Services** program is to make available 16mm films of high quality and varied subject matter to all library users in the system service area. In FY 1992, 282,000 persons will view 16mm films from the collection. Interested libraries will participate in a film circuit, with packets of 16mm films provided on a rotating basis. The AV/Automation Consultant will select and purchase films for the circuit to replace those that have become worn or dated. A collection of in-house films of special interest, unsuitable for the circuit, will be available on a spot booking basis to system libraries. Purchases of films will continue in the area of Spanish language films, health and safety films, and social issue films. A mini-circuit of Christmas films will continue during that season for system libraries. The San Antonio Public Library will purchase films to strengthen its collection which will be made available to local patrons and to system libraries through spot-booking. This provides a greater selection of materials from which libraries and patrons may choose for their film programs. Catalog updates listing and describing the system's circuit and in-house films will be prepared and distributed. Updates will also be provided for the San Antonio Public Library film collection. Because of declining use of the film collection and the increasing interest in public performance videos, this is the last year of the film program. Films still in usable condition will be distributed to member libraries.

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.10

Continued

The **Limited English Speaking** program will assist nine libraries to service their Hispanic populations. The program will provide materials, facilities, and equipment for tutoring and reading in ESL training for communities with limited English speaking populations. A Spanish language circuit which was initiated in FY 1988 as a component of the Limited English Speaking program will continue. All system libraries may participate in the circuit if they desire. Packets of Spanish language materials will be provided on a rotating basis and will move every two months. The San Antonio Public Library will purchase $18,000 in Spanish or dual language materials.

The **Literacy** program will assist nine libraries in eight counties to provide their facilities, materials, and support for the tutoring of adults who are functionally illiterate. Libraries may apply for literacy funding by annually submitting a proposal showing how the funds will be spent to support a literacy program in the library. Programs may support ABE or GED classes to be held in the library. A consultant will visit all libraries new to the program at least once during the year. A training seminar will be offered to assist libraries in planning effective literacy or LESS programs. The San Antonio Public Library will purchase $18,000 in materials for its ongoing Literacy Program.

The **Publicity** program is designed to provide publicity materials for use by system member libraries through cooperative purchase at the system level. Publicity materials will be ordered or produced by system office personnel and distributed for use in system libraries. These will include bookmarks, decals, and other handouts that help to make the public aware of library and system services. Plastic bookbags will be reordered as needed. Supplies for a button making machine will be purchased and member libraries may borrow the equipment to make buttons. A new poster making machine and an electronic lettering system will also be purchased in FY 1992.

The **Reference Back-up** program improves the use of the on-line databases and assists the reference service of the system libraries to extend improved service to their communities. The basic concept of searching remains unchanged except that strong efforts are being made to encourage better and wider use by the patrons of all system libraries. Searches of a database through a commercial vendor will be conducted at a patron's request when appropriate search tools are not available or would not be the most efficient method of locating the requested information. The Reference Back-Up Librarian will make the decision regarding the most appropriate form of search and will advise the patron if a search of printed materials is effective. The librarian will also provide public relations messages concerning the on-line database searching through printed materials and personal contacts with the communities and libraries of the system. Efforts will be made to educate the system libraries in the use of reference resources.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.1.10

Continued

The **Services to the Elderly** program assists system libraries to serve their elderly populations more adequately through a large print book circuit designed to supplement the locally funded collections and to enhance their programming efforts for the elderly population through the use of Bifokal kits. The large print circuit started in FY 1987 will continue. Each participating library will receive a packet of large print books on a two month rotation plan. Postage is provided by the San Antonio Library System. Bifokal kits are housed in the system office for use by system libraries on a request basis. The Major Resource Center will designate $20,000 for purchase of large print titles.

The function of the **Videocassette Services** program is to make available videocassettes of high quality and of varied interest to all library users in the system service area. In SFY 1992, 850,000 persons will view videocassettes from the collections indicating an increasing demand for this format by patrons of system libraries. Interested system libraries will participate in a videocassette circuit implemented in FY 1985. The packets will rotate on a monthly basis. A Spanish language circuit was added in FY 1990 with 24 participating libraries. Participating libraries will receive a postage reimbursement. Replacement videos will be purchased to keep the older packets in good conditions and current. The San Antonio Public Library will purchase videocassettes to strengthen its collection which will be made available to local patrons and system libraries through spot-booking. Updates to the videocassette circuit catalog will be provided to system libraries.

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STATE Texas
FY FY92
CAN 1E000500

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THE LIBRARY SERVICES AND CONSTRUCTION ACT STATE-ADMINISTERED PROGRAM

20 U.S.C. 351 *et seq.*, unless otherwise noted

ANNUAL PROGRAM (SEC. 3(13)) TITLES I AND III PROJECT PLAN (SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.2

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Texas State Library - State Agency

2. *NAME OF PROJECT, Specify grant program activity by line item number* 2.2
Public Library Services to Areas with Inadequate Services

3. *TARGET AREA TO BE SERVED BY PROJECT*
Statewide

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 202,385

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	758,244	[redacted]	[redacted]	758,244
CURRENT FY FUNDS				
TOTAL EXPENDITURES	758,244			758,244
CARRYFORWARD TO NEXT FY	672,464	[redacted]	[redacted]	672,464

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

1. Objectives and Need For This Assistance.

a. Objective

To provide interlibrary loan services and answers to informational inquiries through a network of public, academic, special, and school libraries. (Goal 2, Objective 2.1, p. 3-5 of the Long Range Plan for Statewide Library Development, 1992-95.)

b. Need

An analysis of the need for this project is provided in Chapter 4, pp. 4-14 and 4-15 of the Long Range Plan for Statewide Library Development, 1992-95.

2. Results or Benefits Expected.

To fill 230,000 interlibrary loan requests through TexNet.

3. Approach.

The primary purpose of this project is to improve public library services to underserved areas or groups. Libraries attempt to meet the information needs of their users from local library and information sources. When the local sources are inadequate, librarians can submit requests to TexNet, a network of interlibrary loan referral centers based in the ten major public libraries in the state and the Texas State Library.

Public, academic, and special libraries can mail, telefax, or telephone requests for interlibrary loans to the interlibrary loan referral center serving their geographic area. The interlibrary loan project staff will send books or photocopies from the referral center library's collection to fill the requests. If unavailable at that library, the request will be referred to other libraries via the OCLC computer network.

For the public libraries which serve as referral centers, this project reimburses the expenses for staff salaries, fringe benefits, supplies, communication, postage, equipment and administration. Other Texas libraries are reimbursed at a fixed rate per net loan for those loans which are made in response to a referral center request.

This project makes the resources of the major Texas public and academic libraries more widely available to all citizens. It also provides for technical assistance and workshops to help Texas libraries, especially the smaller ones, make this service widely available to all citizens.

CHECK TITLE	PROJECT NO
☒ I ☐ III	2.2

Continued

TIMETABLE

June 1, 1991	Mail tentative contracts to MRC libraries
July 15, 1991	Mail final contracts to MRC libraries
August 15, 1991	Mail reimbursement contracts to libraries
September 1, 1991	Effective date of contracts
August 31, 1992	End of contract period

Interlibrary loan statistics are collected at the Texas State Library from each referral center and are cumulated monthly, semi-annually and annually. Evaluation criteria are the number and percentage of requests filled, cost per fill, and turnaround time.

Because of concern for both the total and unit costs, the State Library staff closely monitors the progress of this program. Studies are conducted to improve efficiency and reduce costs. During the coming year changes may be made or tested to accomplish these objectives.

For additional information concerning the approach to be used to meet the objectives of Project 2.2, Interlibrary Loan and Reference Referral Network, see Appendix C, Guidelines for Interlibrary Loan Contracts.

4. Geographic Location.

The location of this project will be the entire state.

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ANNUAL PROGRAM (SEC. 3(13)) TITLES I AND III PROJECT PLAN

(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.3

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Texas State Library - State Agency

2. NAME OF PROJECT, Specify grant program activity by line item number: 2.3
Public Library Services to Areas with Inadequate Services

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 488,502

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY		[redacted]	[redacted]	
CURRENT FY FUNDS		70,953		70,953
TOTAL EXPENDITURES		70,953		70,953
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

1. Objectives and Need For This Assistance.

    a. Objective

    To assist public libraries in improving library services to children and young adults. (Goal 5, Objective 5.4, p. 3-12 of the Long Range Plan for Statewide Library Development, 1992-95.)

TITLES I AND III - PROJECT PLAN

CHECK TITLE
☒ I
☐ III

PROJECT NO.
2.3

Continued

b. Need

An analysis of the need for this project is provided in Chapter 4, p. 4-52 of the Long Range Plan for Statewide Library Development, 1992-95.

2. Results or Benefits Expected.

The number of Texas Reading Club materials distributed will be a minimum of 450,000. This figure represents the number of reading logs sent to Texas libraries. The program is initiated to provide opportunities for supporting and increasing the reading skills and experiences of children and their parents and/or caregivers.

3. Approach.

Materials will be distributed to all libraries which submit a formal order. Orders for public and institutional libraries will be filled first, with orders filled for the schools as long as materials are available. The ordering information will appear in the summer issues of the Library Developments newsletter. It will also be attached to the program evaluation which will be mailed to current participants in September. Items to be distributed include posters, bookmarks, reading logs, certificates, and planning manuals.

A librarian's program planning handbook will be prepared to aid librarians in designing literature-based programs related to the selected theme. This handbook includes information on the planning process, games, program ideas, and a bibliography. All material will be produced and distributed in time for participating libraries to plan and advertise the summer activities during the spring months.

TIMETABLE

Selection of Theme and Slogan	December, 1989
Negotiation for writing of librarian's planning handbook	December, 1990
Negotiation with artist/advertising agency for production of original art	March, 1991
Publicity article in September issue of Library Developments, including order form	October, 1991
Order form for 1992 program mailed with 1991 Reading Club evaluation forms	September, 1991

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.3

Continued

1992 Program manuals printed	October, 1991
1991 Reading Club Evaluations due	October, 1991
Deadline for receipt of 1992 orders	October 20, 1991
Bid specifications for printing, written and submitted	October 31, 1991
Bid letters for 1993 manuals mailed	October, 1991
1992 Program manuals w/letters mailed	December, 1991
Manual writers for 1993 manual selected	December, 1991
1992 Art materials mailed to participating libraries	Feb/March, 1992
Mail out of additional materials, as requested, until supplies are exhausted	March-August, 1992
Evaluation of 1992 program by participating libraries	September and October, 1992
Publication of evaluation results in Annual Report	December, 1992

A standing committee of the Children's Round Table of the Texas Library Association will meet twice yearly to make recommendations and improvements in the reading program. During the year, librarians may make recommendations for improving the program. They are encouraged to call or write the Youth Services Consultant at the State Library. In early fall, evaluation forms are sent to all participating libraries. The Youth Services Consultant visits area children's services networks to elicit improvements in the program. Evaluation forms request information about the success of the local programs, problems faced by the libraries, and suggestions for future themes and programs.

All Texas public libraries are eligible to participate in the program. Institutional libraries may order materials if appropriate to their clientele. School libraries without access to public libraries and schools open during the summer months are sent reading club materials. Other school libraries may participate as long as materials are available.

4. Geographic Location.

The entire State of Texas.

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STATE Texas
FY FY92
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CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.4

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Texas State Library - State Agency

2. NAME OF PROJECT, Specify grant program activity by line item number 2.4
Public Library Services to Areas without Services

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 200,000

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	80,304			80,304
CURRENT FY FUNDS		217,233		217,233
TOTAL EXPENDITURES	80,304	217,233		297,537
CARRYFORWARD TO NEXT FY	80,304			80,304

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

1. Objectives and Need For This Assistance.

   a. Objectives

   To provide technical assistance and consulting upon request to librarians, library staff, trustees, advisory councils, and interested persons. (Goal 4, Objective 4.1 of the Long Range Plan for Statewide Library Development 1992-1995.)

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.4

Continued

To facilitate, coordinate and promote statewide library continuing education activities, and to prepare and provide continuing education workshops and materials for interested persons working in and with libraries. (Goal 4, Objective 4.2 of the Long Range Plan for Statewide Library Development 1992-1995.)

To provide information and materials on all aspects of library and information services to interested persons. (Goal 4, Objective 4.4 of the Long Range Plan for Statewide Library Development 1992-1995.)

To assist libraries in improving library services to the disadvantaged. (Goal 5, Objective 5.1 of the Long Range Plan for Statewide Library Development 1992-1995.)

To provide assistance for adult literacy programs in public libraries. (Goal 5, Objective 5.5 of the Long Range Plan for Statewide Library Development 1992-1995.)

b. Need

An analysis of the need for this project is provided in Chapter 4 pp. 4-23 through 4-53 of the Long Range Plan for Statewide Library Development, 1992-95.

2. Results or Benefits Expected.

3,300 hours of consulting will be provided to librarians, library staff, trustees and other interested persons in library automation, literacy, outreach and special services, children's services, and library management.

12,375 continuing education student hours will be provided.

6,000 instruction manuals and 51,000 information items will be distributed.

5,000 people will learn about employment opportunities by calling the Texas State Library Jobline.

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.4

Continued

3. Approach.

The Texas State Library consulting and continuing education staff will provide workshops on pertinent topics, and will develop related instructional and informational materials for librarians, library staff, trustees, and the interested public. The workshops will be designed to meet library educational needs as identified by assessment surveys, staff analysis of changes occurring in the profession, and specific requests which have statewide implications.

The State Library's Reading Club Manual and other instructional materials are planned for revision.

Continuing education activities will be announced statewide by memos, letters, and workshop brochures mailed in advance of the workshop dates to members of the library community. These activities will also be discussed in the division newsletter, Library Developments. Each issue will contain the column WORKSHOPS, ETC. which lists the State Library's workshops as well as other training activities available to Texas librarians.

Five staff members will offer in-depth consultations in all areas of library operation via telephone, on-site visits, and written correspondence. Four consultants offer specialized consultation: one in library automation, one in library services to the institutionalized and to the disadvantaged, one in library services to children and young adults, and one in organizational development. The Library Science Librarian is also available to answer requests for help and information. The consultants make an effort to be visible to their clientele by giving workshops, by participating in public events, by writing articles, and by hosting meetings.

Members of the library community will be able to educate themselves by borrowing professional books, periodicals, and video tapes from the Library Science Collection (LSC). These materials circulate statewide to anyone who requests them. The LSC librarian will identify relevant information and deliver the most appropriate materials to the client.

The Texas State Library Jobline, a pre-recorded telephone message, will announce library job vacancies in Texas. Up-dated weekly, the Jobline will operate twenty-four hours a day, seven days a week.

New Library Science Collection materials and the Jobline telephone number will be listed in the newsletter, Library Developments.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	2.4

Continued

TIMETABLE

Planning Programs for Toddlers & Preschoolers	(upon request)
Library Teambuilding	(upon request)
Patron Relations/Problem Patron	(upon request)
Small Libraries Online	(upon request)
Data Conversion	(upon request)
Long Range Planning for Library Automation	(upon request)
Developing Proposals for Grant Funding	(upon request)
Creative Problem Solving	(upon request)
Planning Lib. Svs. for the School-age Child	October 1991
Intergenerational Programming	Dec 1991-Jan 1992
Intermediate Storytelling (TLA Preconference)	April 1992
Automation (TLA Preconference)	April 1992
TLA Reading Club Exchange	April 1992
Institutional Library Services	Oct-Nov 1991
Negotiation and Conflict Resolution	July-Aug 1992
Multi-sensory Programming	various dates 1991-92

Evaluation of the continuing education program will be measured by the number of hours of consultation, including technical assistance and reference questions answered; student workshop hours provided for both librarians and library board members; and number of information items and instructional manuals distributed. Workshops are evaluated by participants who also make recommendations for future workshop topics.

4. Geographic Location.

The State of Texas

OMB NO. 1850-0528
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ANNUAL PROGRAM (SEC. 3(13)) TITLES I AND III PROJECT PLAN (SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Texas State Library - State Agency

2. NAME OF PROJECT, Specify grant program activity by line item number: 3.1
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 3,182,510

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	1,830,401	[redacted]	[redacted]	1,830,401
CURRENT FY FUNDS				
TOTAL EXPENDITURES	1,830,401			1,830,401
CARRYFORWARD TO NEXT FY	1,830,401	[redacted]	[redacted]	1,830,401

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

1. Objectives and Need For This Assistance.

See Project 2.1, Regional Public Library Systems.

2. Results or Benefits Expected.

Purchase of library materials for the disadvantaged.

Systems will expend $1,000,000 for library materials and services impacting the disadvantaged.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.1

Continued

3. Approach.

See Project 2.1, Regional Public Library Systems.

For additional information, see Appendix B, Guidelines for System Plans of Service.

4. Geographic Location.

Big Country Library System
(Abilene Public Library)

Central Texas Library System
(Austin Public Library)

Houston Area Library System
(Houston Public Library)

Northeast Texas Library System
(Nicholson Memorial Library, Garland)

North Texas Library System
(Fort Worth Public Library)

San Antonio Area Library System
(San Antonio Public Library)

South Texas Library System
(Corpus Christi Public Library)

Texas Panhandle Library System
(Amarillo Public Library)

Texas Trans-Pecos Library System
(El Paso Public Library)

West Texas Library System
(Lubbock City-County Library)

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(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Abilene Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 3.1.1
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 92,451

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	32,417	[redacted]	[redacted]	32,417
CURRENT FY FUNDS				
TOTAL EXPENDITURES	32,417			32,417
CARRYFORWARD TO NEXT FY	32,417	[redacted]	[redacted]	32,417

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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CHECK TITLE	*PROJECT NO.*
☒ I ☐ III	3.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Amarillo Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 3.1.2
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 70,390

5. PROPOSED ESTIMATE BY SOURCE	*LSCA*	*STATE*	*LOCAL*	*TOTAL*
CARRYOVER FROM PREVIOUS FY	125,421	[redacted]	[redacted]	125,421
CURRENT FY FUNDS				
TOTAL EXPENDITURES	125,421			125,421
CARRYFORWARD TO NEXT FY	125,421	[redacted]	[redacted]	125,421

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Austin Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 3.1.3
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 361,110

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	87,230			87,230
CURRENT FY FUNDS				
TOTAL EXPENDITURES	87,230			87,230
CARRYFORWARD TO NEXT FY	87,230			87,230

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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ANNUAL PROGRAM (SEC. 3(13)) TITLES I AND III PROJECT PLAN (SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Corpus Christi Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 3.1.4
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 181,508

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	105,994			105,994
CURRENT FY FUNDS				
TOTAL EXPENDITURES	105,994			105,994
CARRYFORWARD TO NEXT FY	105,994			105,994

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
El Paso Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number: 3.1.5
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 264,067

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	86,612	[redacted]	[redacted]	86,612
CURRENT FY FUNDS				
TOTAL EXPENDITURES	86,612			86,612
CARRYFORWARD TO NEXT FY	86,612	[redacted]	[redacted]	86,612

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Fort Worth Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 3.1.6
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 520,953

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	175,665			175,665
CURRENT FY FUNDS				
TOTAL EXPENDITURES	175,665			175,665
CARRYFORWARD TO NEXT FY	175,665			175,665

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems

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(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Nicholson Memorial Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number — 3.1.7
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 813,532

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	363,517	[redacted]	[redacted]	363,517
CURRENT FY FUNDS				
TOTAL EXPENDITURES	363,517			363,517
CARRYFORWARD TO NEXT FY	363,517	[redacted]	[redacted]	363,517

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Houston Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 3.1.8
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 196,955

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	567,452			567,452
CURRENT FY FUNDS				
TOTAL EXPENDITURES	567,452			567,452
CARRYFORWARD TO NEXT FY	567,452			567,452

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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ANNUAL PROGRAM (SEC. 3(13)) TITLES I AND III PROJECT PLAN (SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Lubbock City-County Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 3.1.9
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 440,794

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	77,860	[redacted]	[redacted]	77,860
CURRENT FY FUNDS				
TOTAL EXPENDITURES	77,860			77,860
CARRYFORWARD TO NEXT FY	77,860	[redacted]	[redacted]	77,860

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
San Antonio Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 3.1.10
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 240,750

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	208,233			208,233
CURRENT FY FUNDS				
TOTAL EXPENDITURES	208,233			208,233
CARRYFORWARD TO NEXT FY	208,233			208,233

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Texas State Library - State Agency

2. NAME OF PROJECT, Specify grant program activity by line item number 3.2
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 124,221

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	322,782			322,782
CURRENT FY FUNDS				
TOTAL EXPENDITURES	322,782			322,782
CARRYFORWARD TO NEXT FY	200,000			200,000

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

1. Objectives and Need For This Assistance.

   a. Objective

      To assist libraries in improving services to the disadvantaged. (Goal 5, Objective 5.1, p. 3-10 of the Long Range Plan for Statewide Library Developments, 1992-1995.)

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2

Continued

b. Need

An analysis of the need for this project is provided in Chapter 4, p. 4-27 of the Long Range Plan for Statewide Library Developments, 1992-1995.

2. Results or Benefits Expected.

LSCA Title I grants will be awarded to public libraries to conduct community-based library programs for disadvantaged populations.

3. Approach.

The objective for this project will be accomplished through contracts with public libraries. The libraries will compete for funds through a grant application process. Announcements of the grant program will be mailed to all public libraries by the Texas State Library. The grant project will be announced through the State Library newsletter, Library Developments. In addition, the State Library will provide consultation and instruction to groups and individuals throughout the state on how to develop a good program and a good grant proposal. State Library staff will offer consultant services to help interested libraries write a grant proposal.

State Library staff will review the proposals and present them to the LSCA Advisory Council. The Council will evaluate the proposals and make recommendations for funding to the Texas State Library and Archives Commission. The Commission will review and approve the recommendations.

Subgrantees must complete and file with the State Library the following documents: (1) two evaluation reports; (2) five expenditure reports of grant disbursement and/or encumbrances; (3) one final audit of grant funds: and (4) three Uniform Statistical Reports.

Failure to submit any of the required documents shall constitute defaulting on the contract and may be grounds for suspending the grant. Audits will be reviewed by the State Library staff, and any audit exceptions will be resolved.

Each subgrantee may revise goals and objectives which prove unattainable or unrealistic during the fiscal year. Subgrantees are expected to meet their objectives by the end of the project year.

On-site visitations to project sites will be conducted by State Library staff during the project year.

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2

Continued

The project is administered by local agencies under contract with The Texas State Library.

For additional information concerning the approach to be used to meet the objectives of Project 3.2, Public Library Services for Disadvantaged Populations, see Appendix E, Guidelines for Disadvantaged Grants.

TIMETABLE

September, 1991	Announcement of grant program mailed to all public libraries. Libraries request guidelines.
March, 1992	Applications due at the Texas State Library.
May, 1992	LSCA Advisory Council meeting: proposals presented to the Council for review & recommendation.
June, 1992	Applicants notified of staff recommendations to Commission.
June-July, 1992	Texas State Library and Archives Commission approves grant awards.
September 1, 1992	Projects begin.
August 31, 1993	Projects end.

4. Geographic Location.

The location for this project is the entire State of Texas.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Arlington Public Library - Local Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 3.2.1
Services to the Disadvantaged

3. *TARGET AREA TO BE SERVED BY PROJECT*
Local

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 13,593

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	37,121			37,121
CURRENT FY FUNDS				
TOTAL EXPENDITURES	37,121			37,121
CARRYFORWARD TO NEXT FY				

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

PROJECT GOALS

The goals of the project are to provide a combination of informative materials and services at the North Branch Library that will enable the residents of the service area to enhance their employability and employment retention skills. Another goal is to increase the usage of the North Branch Library by making its program of services more relevant to the economic and educational interests of the service area residents.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2.1

Continued

SUMMARY OF OBJECTIVES AND ACTIVITIES

Material resources to be acquired, processed and made available to library users will include a collection of books, workbooks, and booklets on subjects pertaining to employment and job training, a collection of videocassettes and audio tapes concerning job skills, worker, and family responsibilities. User information guides will be prepared and printed to help library patrons understand and benefit from the collection resources and a referral file of agencies and programs in Arlington which offer assistance to the economically and educationally disadvantaged will be developed and made accessible. To assure that the informational materials of the project receive the attention and use intended, a series of 25 program presentations will be offered on various topics concerning employment. An advisory committee, representatives of the agencies which serve the target population, will be created to assure the project has maximum relevance.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Austin Public Library - Local Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 3.2.2
Services to the Disadvantaged

3. *TARGET AREA TO BE SERVED BY PROJECT*
Local

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 2,520

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	31,757	[redacted]	[redacted]	31,757
CURRENT FY FUNDS				
TOTAL EXPENDITURES	31,757			31,757
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

PROJECT GOALS

The primary goal of the Riverside library is to continue with the operation of the Job Information Center, initiated in September 1990, and to enhance its services in the new facility by providing materials, equipment, job readiness training and referrals to enable members of the community to enter or re-enter the work force. Another goal is to serve as a clearinghouse for job information and job opportunities and a referral source for patrons needing GED tutoring, English as a second language or literacy tutoring.

TITLES I AND III - PROJECT PLAN

CHECK TITLE
☒ I
☐ III

PROJECT NO.
3.2.2

Continued

SUMMARY OF OBJECTIVES AND ACTIVITIES

The Job Information Center at the Riverside Library will target the needs of those adults with less than a 12th grade education in an endeavor to provide them with pertinent information, assistance, training, and referrals with regard to the job seeking process. Patrons will fill out a questionnaire which will help the staff monitor the job search process, and record the number of those finding employment. After five months in operation over 100 people have sought assistance from the Center. Programs and workshops have been offered on a regular basis to attract potential users and non-users to the library. It is hoped to extend current activities to include a sector of the community termed youth at risk. The youth-at-risk population falls within the target group of this program and providing job opportunities for this group is a high priority for the City of Austin and the Job Information Center.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Sterling Municipal Library - Local Library

2. NAME OF PROJECT, Specify grant program activity by line item number 3.2.3
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Local

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 5,412

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	24,350			24,350
CURRENT FY FUNDS				
TOTAL EXPENDITURES	24,350			24,350
CARRYFORWARD TO NEXT FY				

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

PROJECT GOALS

Through an intergenerational reading program, black parents with less than a 12th grade education of school children in a disadvantaged area will learn to select, read, comprehend, and evaluate children's literature as a family. Parents will also learn how to assist in their children's school assignments through effective use of library resources. The outcome of the project will be the creation of life-long learners through knowledge and appreciation of library resources.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2.3

Continued

SUMMARY OF OBJECTIVES AND ACTIVITIES

Community partners in the form of the library, school district, and volunteers recruited from black civic groups will achieve these goals:

1. Create a weekly instructional setting comprised of units based upon children's literature.
2. Recruit 10 families who have a commitment to improving their family reading habits through knowledge of quality children's literature. School counselor's and the black community will assist in the recruitment.
3. Instruct at least five parents per week in the library research skills so that they can effectively assist in their children's assignments.
4. Train at least 20 volunteers as tutors in the project using the LVA method. This will be done at the library.
5. Issue library cards to each parent and child.
6. Circulate a minimum of 35 books for recreational reading per month to parents and children.
7. Increase the reading level of each parent by at least one grade level through this intergenerational approach.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Corpus Christi Public Library - Local Library

2. NAME OF PROJECT, Specify grant program activity by line item number — 3.2.4
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Local

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 24,411

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	21,297	[redacted]	[redacted]	21,297
CURRENT FY FUNDS				
TOTAL EXPENDITURES	21,297			21,297
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

PROJECT GOALS

The goals of the GED PLUS program is to assist adults with less than a twelfth grade education receive GED certification. The Greenwood branch library service area has an extremely low level of educational attainment and through this program the library will assist the target population achieve their educational goals while introducing them to the public library. The result will be the understanding that the library can provide services and materials that are useful throughout life. Consequently, the target population will become both better educated and library users.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO
☒ I ☐ III	3.2.4

Continued

SUMMARY OF OBJECTIVES AND ACTIVITIES

The primary objective of the GED PLUS program is to help adults with less than a twelfth education receive GED certification through the use of a comprehensive collection of GED materials and be providing direct tutorial assistance. To accomplish this, The library will build a collection of at least 400 print and nonprint GED related materials and house them in a central location. This will include print, video, and computer software formats. The library will augment this collection by relocating existing materials into the collection and by purchasing additional materials throughout the year. The cornerstone of the program is tutorial assistance. By working with the Corpus Christi Literacy Council, the library will provide tutors that can assist GED students on a personal basis. This will be either on a prearranged or drop-in basis. One of the primary roles of the Greenwood branch library is to provide assistance as a Family Learning Center. By providing GED assistance in the library, the target population will come to realize that the public library can have a positive impact on their lives. Finally, through orientations and staff training, staff awareness of the needs of the target population will be increased, and consequently, the quality of service will improve.

OMB NO. 1850-0528
EXP. DATE 08-31-93

STATE Texas
FY FY92
CAN 1E000500

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WASHINGTON, D.C. 20208-5571

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(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
El Paso Public Library - Local Library

2. NAME OF PROJECT, Specify grant program activity by line item number 3.2.5
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Local

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 9,607

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	35,000	[redacted]	[redacted]	35,000
CURRENT FY FUNDS				
TOTAL EXPENDITURES	35,000			35,000
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

PROJECT GOALS

Provide adults with less than a 12th grade education, their teachers and tutors with library materials and personnel support services needed to reinforce reading and language development skills, thereby increasing the use of the Clardy Fox Branch of the El Paso Public Library by making it more relevant to the informational needs and educational interests of the people of the branch's service area.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2.5

Continued

SUMMARY OF OBJECTIVES AND ACTIVITIES

Continue and reinforce library services and resources that support the learning needs of adults with less than a 12th grade education. Continued services include:

1. Information and referrals to individuals seeking literacy services.
2. Update a database of literacy providers in El Paso County.
3. Selection for and maintenance of a print and non-print materials collection for adult new readers and their instructors.
4. Scheduling of and recruitment for literacy/adult basic education classes and tutoring.
5. Training on computer-assisted language software for students and instructors.
6. Outreach and promotion of the above resources and services through presentations to community groups and adult education classes, collaboration with literacy provides and administrator, and tour of the Branch Library and its Literacy Center by area classes.
7. Coordination with other agencies for the recruitment, training, matching, and follow-up of volunteer tutors.
8. Evaluation of project impact and community literacy needs.
9. Development of future funding sources.

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EXP. DATE 08-31-93

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Houston Public Library - Local Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 3.2.6
Services to the Disadvantaged

3. *TARGET AREA TO BE SERVED BY PROJECT*
Local

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 9,188

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	24,652			24,652
CURRENT FY FUNDS				
TOTAL EXPENDITURES	24,652			24,652
CARRYFORWARD TO NEXT FY				

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

PROJECT GOALS

Because the population is 85.4% Hispanic, the goals reflect this dominance.

1. To break the cycle of illiteracy by teaching Hispanic parents to read to their pre-school children and to use educational toys.
2. To improve the pre-school Hispanic child's chances of being successful in school by improving his chances of learning to read.
3. To bring parents and children of the project to the library to become regular library users.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2.6

Continued

SUMMARY OF OBJECTIVES AND ACTIVITIES

Approximately 70-84 parents who speak a language other than English in the home will be taught techniques of reading to their children in classes of 10-12 parents each. There will be two classes recruited for an eight week period in the fall, two in the winter, and two classes in the spring. One class of 10 will be taught during the summer. Children's books selected for their quality of writing and illustrations and their appropriateness for children in the preschool - first grade levels will be selected. Titles will be available in English and Spanish as well as bilingual titles. Parents will be helped in reading books, shown the proper use of illustrations and how to get feedback from their children, scheduling reading time, using imagery and body language. Parents will be taught the importance of reading to their children for future success in school. Educational toys will also be employed. Activities will be provided for the children while their parents are in class.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Laredo Public Library - Local Library

2. NAME OF PROJECT, Specify grant program activity by line item number 3.2.7
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Local

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 17,575

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	52,008			52,008
CURRENT FY FUNDS				
TOTAL EXPENDITURES	52,008			52,008
CARRYFORWARD TO NEXT FY				

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

PROJECT GOALS

1. To provide library outreach service to people for whom English is a second language, who live in South Laredo.
2. To provide access to bilingual books, English and Spanish magazines, newspapers, videos and reference assistance to South Laredo.
3. To provide children's programming and the medium through which parents are encouraged to promote reading to their children.
4. To create intergenerational programs to promote family literacy in South Laredo.
5. To provide adult literacy classes.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2.7

Continued

SUMMARY OF OBJECTIVES AND ACTIVITIES

1. To encourage library usage by people for whom English is a second language by providing outreach services to South Laredo.

2. To issue library cards, circulate bilingual materials and provide reference services to people for whom English is a second language.

3. To provide cultural and educational programs for Children and adults in South Laredo.

4. To provide adult and intergenerational literacy classes to encourage reading and reading readiness skills and activities.

5. Provide access to books, English and Spanish newspapers, magazines, and videos to circulate and use for reference information.

6. Outreach and promotion of the above resources and services through presentations to community groups and adult education classes, collaboration with literacy provides and administrator, and tour of the Branch Library and its Literacy Center by area classes.

7. Coordination with other agencies for the recruitment, training, matching, and follow-up of volunteer tutors.

8. Evaluation of project impact and community literacy needs.

9. Development of future funding sources.

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(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	*PROJECT NO.*
☒ I ☐ III	3.2

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
San Antonio Public Library - Local Library

2. NAME OF PROJECT, Specify grant program activity by line item number 3.2.8
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Local

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 2,130

5. PROPOSED ESTIMATE BY SOURCE	*LSCA*	*STATE*	*LOCAL*	*TOTAL*
CARRYOVER FROM PREVIOUS FY	64,087	[redacted]	[redacted]	64,087
CURRENT FY FUNDS				
TOTAL EXPENDITURES	64,087			64,087
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

PROJECT GOALS

To increase library usage by adults with less than 12 years schooling by establishing a learning center which will:

1. Provide English as a Second Language classes, one to one tutoring in Basic Literacy and one to one tutoring in Transitional Spanish Literacy.
2. Encourage under-educated parents to read to their children and participate in library programs.
3. Make available video based phonics instruction in English and in Spanish.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2.8

Continued

SUMMARY OF OBJECTIVES AND ACTIVITIES

1. Provide English as a Second Language classes for 100 limited English speaking adults.
2. Provide one to one tutoring in Basic Literacy for 100 functionally illiterate adults.
3. Provide one to one tutoring in Transitional Spanish Literacy for 20 functionally illiterate non-English speaking adults.
4. Recruit, train, place and supervise 140 volunteer tutors (20 for English as a Second Language classes, 100 for one to one tutoring in Basic Literacy and 20 for one to one tutoring in Transitional Spanish Literacy.)
5. Identify program participants who are parents of small children, help them select and read books to their children and provide information about library programs for children.
6. Provide 4 study carrels equipped with video monitors and VCR's and copies of video reading lessons in English and Spanish.

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ANNUAL PROGRAM (SEC. 3(13)) TITLES I AND III PROJECT PLAN

(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
San Antonio Public Library - Local Library

2. NAME OF PROJECT, Specify grant program activity by line item number 3.2.9
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Local

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 1,902

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	10,060			10,060
CURRENT FY FUNDS				
TOTAL EXPENDITURES	10,060			10,060
CARRYFORWARD TO NEXT FY				

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

PROJECT GOALS

1. To assist beginning level adult readers in the acquisition of library usage skills.
2. To provide free one-to-one tutoring to beginning level adult readers.
3. To provide training and on-going support to volunteer tutors.
4. To increase library usage.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	3.2.9

Continued

SUMMARY OF OBJECTIVES AND ACTIVITIES

1. To recruit, train, place, and supervise 50 volunteer tutors.
2. To provide free one-to-one tutoring for 50 beginning level adult readers.
3. To provide video based literacy instruction.
4. To provide free diagnosis and prescription to 8 "special needs" learners.
5. To provide and additional 65 books for the Reader Development Collection.
6. To provide an additional 30 books on tape.
7. To provide additional educational software.

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CHECK TITLE: ☒ I ☐ III

PROJECT NO. 3.2

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Sherman Public Library - Local Library

2. NAME OF PROJECT, Specify grant program activity by line item number 3.2.10
Services to the Disadvantaged

3. TARGET AREA TO BE SERVED BY PROJECT
Local

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 15,203

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	22,450			22,450
CURRENT FY FUNDS				
TOTAL EXPENDITURES	22,450			22,450
CARRYFORWARD TO NEXT FY				

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

PROJECT GOALS

1. To expand library service to nursing homes, senior citizen centers, and other library patrons over 65 years of age.
2. To diversify services to nursing homes as it relates to formats of materials.
3. To provide library service on an individual basis as needed in nursing homes.
4. To identify and serve a greater number of homebound users.
5. To develop a communication network which includes all organizations working with senior citizens.

CHECK TITLE	PROJECT NO
☒ I ☐ III	3.2.10

Continued

SUMMARY OF OBJECTIVES AND ACTIVITIES

1. To increase the number of large print books loaned to four nursing homes and one senior citizen center to twenty-five.
2. To provide a rotating collection of twenty-five large print books to an additional nursing home and senior living duplex.
3. To establish a read-to-me program at five nursing homes working with the Ombudsman volunteer program.
4. To provide videocassettes to five nursing homes.
5. To eliminate barriers to service for senior citizens in the main facility.
6. To utilize the Elderwatch Home Care Service to reach at least five new homebound users per month.
7. To train and utilize at least twenty new volunteers for the senior citizens.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	4.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Texas State Library - State Agency

2. NAME OF PROJECT, Specify grant program activity by line item number 4.1
Services to the Physically Handicapped

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 22,652

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY				
CURRENT FY FUNDS		1,185,739		1,185,739
TOTAL EXPENDITURES		1,185,739		1,185,739
CARRYFORWARD TO NEXT FY	1,185,739			1,185,739

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

1. Objectives and Need For This Assistance.

a. Objective

To provide continuing library service from the Texas State Library to print impaired Texans. (Goal 5, Objective 5.3, p. 3-11 of the Long Range Plan for Statewide Library Development, 1992-1995.)

b. Need

An analysis of the need for this project is provided in Chapter 4, p. 4-51 of the Long Range Plan for Statewide Library Development, 1992-1995.)

2. Results or Benefits Expected.

The number of noncommercial titles acquired in 1992 will be 300.
The average annual level of circulation per active reader will be 27 volumes.
The number of patrons reached and served will be 27,352.
The number of reference questions answered will be 13,000.
The number of administrative questions answered will be 85,000.

3. Approach.

The service will be carried out primarily by the Texas State Library, Division for the Blind and Physically Handicapped. Books and magazines in special formats will be mailed to registered patrons throughout the state. Materials mailed will be those specifically requested by patrons, or materials chosen by agency staff in subject interest areas requested by patrons, or a combination of the two.

Non-commercial title acquisitions will be increased by a volunteer recording program, and by acquiring recorded books, from other states, which would be of interest to Texas patrons. Commercial title acquisitions will be primarily in large print format.

Contacts with patrons will be made in person, by telephone, and by mail (letters, newsletters, and other mass mailings as needed). New patrons will be reached through referrals from other state agencies, through the meetings of professional and consumer organizations, through service brochures distributed to public and academic libraries, and through press coverage of services.

TIMETABLE

December 31, 1991	75 non-commercial titles acquired 7 volumes circulated per active reader (average) 24,600 patrons reached and served
March 31, 1992	150 non-commercial titles acquired 14 volumes circulated per active reader (average) 25,600 patrons reached and served

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO
☒ I ☐ III	4.1

Continued

June 30, 1992	225 non-commercial titles acquired 21 volumes circulated per active reader (average) 26,600 patrons reached and served
September 30, 1992	300 non-commercial titles acquired 27 volumes circulated per active reader (average) 27,352 patrons reached and served

Statistics will be kept at the State Library on registration, circulations, and commercial and non-commercial acquisitions. Participants in this program are local, state, and federal agencies working with disabled persons, and various public and private schools, volunteer organizations, public libraries and institutions.

4. Geographic Location.

The location of the project will be the entire state.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	5.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Texas State Library - State Agency

2. NAME OF PROJECT, Specify grant program activity by line item number 5.1
State Institutional Library Services

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 53,926

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	64,600	[redacted]	[redacted]	64,600
CURRENT FY FUNDS		345,120		345,120
TOTAL EXPENDITURES	64,600	345,120		409,720
CARRYFORWARD TO NEXT FY	64,600	[redacted]	[redacted]	64,600

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

1. Objectives and Need For This Assistance.

   a. Objective

   To strengthen libraries in state residential institutions. (Goal 5, Objective 5.2, p. 3-11 of the Long Range Plan for Statewide Library Development, 1992-1995.)

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO
☒ I ☐ III	5.1

Continued

b. Need

An analysis of the need for this project is provided in Chapter 4, p. 4-35 - 4-50 of the Long Range Plan for Statewide Library Development, 1992-1995.)

2. Results or Benefits Expected.

A total of 4,100 items (books, audiovisual and tactile materials) will be added to the collections of institution libraries.

3. Approach.

The Texas State Library may only grant money to cities and counties. It may, however, give library materials to other libraries. Therefore, accounts will be set up in the State Library against which the institutions will request books and audiovisual materials. In this way the State Library will order and pay for the materials, with the institutions receiving the materials directly from the jobber. This arrangement will permit the institutions to take advantage of the State Library's discount on books.

To be eligible to receive an allocation, each institution must (1) file a report showing the amount of state funds expended for library materials in SFY 1999, and (2) complete a data collection survey on the collection, staff, and programs offered by their resident's library.

Each eligible institution will receive a basic allocation of a fixed dollar amount. Additional funds will be allocated to those institutions which have expended state funds for periodicals, books and audiovisual materials. The amount of additional funds allocated to each institution will be calculated by a matching formula against that institution's reported expenditure of state funds for library materials.

The Texas State Library Acquisitions Department will supply institutional librarians with standardized ordering forms, complete instructions for ordering, and a schedule of ordering deadlines. This material will be mailed with the announcement of the institutions allocation amount. The Texas State Library, Library Development Division will provide institutional librarians with selection aids to help them purchase appropriate material and to help them meet ordering deadlines.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	5.1

Continued

The provision of additional library materials for residents of state institutions will enrich the lives of those people who cannot readily avail themselves of educational, cultural, and recreational opportunities meant for the general public.

By allocating the majority of program funds on a matching formula which keys into the amount of funds spent by the institution for library materials, the institutions will be provided an incentive to increase their state expenditures.

By allocating a basic amount ($400) to all institutions which report, those institutions which have not expended state funds for library materials will have a nominal sum at their disposal. In this way, the use of federal funds to purchase new materials may stimulate the expenditure of state funds at those institutions.

The institutions will purchase books under the State Library's discount rate, 21.5%. This discount will allow the purchase of more books for the institutions. Through the purchase of books and audiovisual materials, the institutions can develop collection areas which, although needed by the residents, may not be allowed under stringent local budget constraints.

TIMETABLE

Application (Expenditure Report and Survey) mailed to all institutions	September 4, 1991
Return applications to Texas State Library	October 15, 1991
Notification of allocation amounts sent to eligible institutions	November 2, 1991
Funds Encumbered by Institutions	March 30, 1992
Funds expended by Texas State Library	August 31, 1992

The number and format of materials purchased with federal funds will be monitored in order to determine the impact of LSCA funds on the needs of the institutions as determined by cited standards.

The number of institutions submitting expenditure reports for the following fiscal year will be monitored to determine whether they have responded positively to the basic allocation amount approach. The level of local expenditures for library materials will also be monitored to determine if the matching grant approach has served as an incentive to increase local support.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	5.1

Continued

The data gathered by the survey will allow the Texas State Library to evaluate the general condition of library services in state institutions by providing baseline statistics for trend analysis. An analysis of these statistics against cited standards will provide indicators of need.

State institutions will be asked to submit applications. These institutions are administered by the Texas Department of Criminal Justice - Institutional Division, Texas Department of Mental Health-Mental Retardation, Texas Youth Council, the Texas Department of Health, the Commission for the Blind, the Commission for the Deaf, and the State Board of Education.

4. Geographic Location.

The location of this project is the entire State of Texas.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Texas State Library - State Agency

2. NAME OF PROJECT, Specify grant program activity by line item number: 7.1
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 695,872

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	637,215			637,215
CURRENT FY FUNDS				
TOTAL EXPENDITURES	637,215			637,215
CARRYFORWARD TO NEXT FY	669,076			669,076

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

1. Objectives and Need For This Assistance.

   a. Objective

   To make grants to Major Urban Resource Libraries in years in which LSCA Title I funding exceeds $60 million nationally. (Goal 1, Objective 1.2, p.3-2 of the Long Range Plan for Statewide Library Development, 1992-1995.)

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

Continued

b. Need

An analysis of the inadequacy of Major Urban Resource Libraries' collections to meet the needs of individual users and libraries throughout the regional area in which each is located is contained in Chapter 4, p.4-6 of the Long Range Plan for Statewide Library Development, 1992-1995.)

2. Results or Benefits Expected.

Compensation will be made to the Major Urban Resource Libraries (MURL) for the services they provide without charge to persons outside of their tax-supporting area, in order to ensure continued availability of one or more of the following non-resident services: on-site use of the collection, use of reference services, or circulation of library materials.

3. Approach.

In SFY 1992, participating MURL libraries will receive funds through a subcontract with the Texas State Library. Libraries may use the funds in a variety of ways, with the stipulation that the funds contribute to the provision of services to non-residents. In addition, a portion of the funds may be used to audit the grant and to reimburse the MURL city for indirect costs incurred. Each MURL will indicate statistical targets for various services to non-residents during the grant period in its grant application, and will make semi-annual reports as to their progress in reaching these targets.

Participating MURL libraries will submit: (1) Semi-annual Project Evaluation Reports indicating progress made toward meeting project objectives; (2) Semi-annual Uniform Statistical Reports indicating progress made toward meeting service objectives; (3) Quarterly Financial Status Reports and a final Financial Status Report indicating expenditures and encumbrances made with grant funds; and (4) a Final Audit due 180 days following the close of the local fiscal year.

Failure to submit any of the required reports shall constitute violation of the subgrant contract and may result in suspension of the subgrant. Audits will be reviewed by the State Library staff, and any audit exceptions will be resolved.

Public libraries in nineteen Texas cities meeting the population criteria for Major Urban Resource Libraries will be eligible to apply for funding. However, only eighteen of those cities meet the administrative criteria outlined in the grant guidelines.

Continued

For additional information concerning the approach to be used to meet the objectives of Project 7.1, Major Urban Resource Libraries, see Appendix G, MURL Grant Program Guidelines.

4. Geographic Location.

The geographic location of this project is the entire state. The project sites for SFY 1992 will be:

Abilene Public Library
Amarillo Public Library
Arlington Public Library
Austin Public Library
Beaumont Public Library
Arnulfo L. Oliveira Memorial Library (Brownsville)
Corpus Christi Public Libraries
Dallas Public Library
El Paso Public Library
Fort Worth Public Library
Nicholson Memorial Library (Garland)
Houston Public Library
Irving Public Library
Lubbock City-County Library
Pasadena Public Library
Plano Public Library
San Antonio Public Library
Waco-McLennan County Library

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

Continued

MURL GRANT AMOUNTS
SFY 1992

CITY	POPULATION	PERCENT OF POPULATION	AMOUNT
ABILENE	109,110	1.5855	$ 10,103
AMARILLO	166,010	2.4123	15,372
ARLINGTON	257,460	3.7412	23,840
AUSTIN	464,690	6.7525	43,028
BEAUMONT	114,210	1.6596	10,575
BROWNSVILLE	104,510	1.5187	9,677
CORPUS CHRISTI	260,930	3.7916	24,161
DALLAS	987,360	14.3476	91,425
EL PASO	510,970	7.4250	47,313
FORT WORTH	426,610	6.1992	39,502
GARLAND	180,450	2.6222	16,709
HOUSTON	1,698,090	24.6753	157,235
IRVING	133,000	1.9327	12,315
LUBBOCK	188,090	2.7332	17,416
PASADENA	116,880	1.6984	10,823
PLANO	118,790	1.7262	10,999
SAN ANTONIO	941,150	13.6761	87,146
WACO	103,420	1.5028	9,576
TOTALS	**6,881,730**		**$637,215**

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Abilene Public Library - Regional Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 7.1.1
Major Urban Resource Libraries

3. *TARGET AREA TO BE SERVED BY PROJECT*
Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 1,000

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	10,103	[redacted]	[redacted]	10,103
CURRENT FY FUNDS				
TOTAL EXPENDITURES	10,103			10,103
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

The Abilene Public Library will extend on-site use of the collection, use of in-person and telephone reference service, and use of the circulating collection free of charge to any resident in the surrounding 32 counties comprising the Big Country Library System. The collection will be strengthened by adding approximately 250 volumes and rolls of microfilm. An estimated 1,000 non-residents will be served.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Amarillo Public Library - Regional Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 7.1.2
Major Urban Resource Libraries

3. *TARGET AREA TO BE SERVED BY PROJECT*
Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 5,670

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	15,372	[redacted]	[redacted]	15,372
CURRENT FY FUNDS				
TOTAL EXPENDITURES	15,372			15,372
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

The Amarillo Public Library will extend to non-residents free use of its collection, free use of on-site, telephone and mail reference services, and free use of the circulating collection to those having Harrington Library Consortium cards. Approximately 332 volumes will be added to the genealogy and reference collections, and two CD-ROM workstations will be purchased to better serve non-residents in the surrounding twenty-five county area. Over 6,420 uses of the library will be recorded by non-residents.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Arlington Public Library - Local Library

2. NAME OF PROJECT, Specify grant program activity by line item number 7.1.3
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 1,125

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	23,840	[redacted]	[redacted]	23,840
CURRENT FY FUNDS				
TOTAL EXPENDITURES	23,840			23,840
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

Approximately 270 research volumes will be added to the reference collection which is heavily used by patrons from outside the library's normal service area, one automated magazine index and one microform reader/printer will be purchased for use by non-residents and others. Non-residents are expected to make over 3,025 uses of the library.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Austin Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 7.1.4
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 15,403

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	43,028	[redacted]	[redacted]	43,028
CURRENT FY FUNDS				
TOTAL EXPENDITURES	43,028			43,028
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

The Austin Public Library will extend on-site use of the collection and reference services without charge to any person. An estimated 15,403 telephone reference questions will be received from non-residents in the surrounding 30 counties comprising the Central Texas Library System. Through the acquisition of 700 volumes for the library's Business Information Center, the grant program will help strengthen the role of Austin Public Library as a major urban resource center.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Beaumont Public Library - Local Library

2. NAME OF PROJECT, Specify grant program activity by line item number 7.1.5
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 18,000

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	10,575	[redacted]	[redacted]	10,575
CURRENT FY FUNDS				
TOTAL EXPENDITURES	10,575			10,575
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

The objective of this MURL program is to strengthen the reference, genealogical, and Texana collections by adding 140 new volumes, and to allow on-site use of the collections by any person residing inside or outside the city limits of Beaumont. Approximately 15,000 reference transactions will be recorded from 3,000 non-residents.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Arnulfo L. Oliveira Memorial Library (Brownsville) - Local Library

2. NAME OF PROJECT, Specify grant program activity by line item number 7.1.6
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 82,605

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	9,677	[redacted]	[redacted]	9,677
CURRENT FY FUNDS				
TOTAL EXPENDITURES	9,677			9,677
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

The library will serve 59,000 non-residents by offering on-site use of the book and periodical collections, reference services, and circulation of library materials. Non-residents are allowed borrowing privileges on the same basis as other Brownsville residents. The reference and genealogy/local history collections will be strengthened by adding 225 new volumes. Non-residents are expected to ask 2,605 reference questions, check out 5,500 items, and use over 1,270 items in the library.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Corpus Christi Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 7.1.7
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 772

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	24,161	[redacted]	[redacted]	24,161
CURRENT FY FUNDS				
TOTAL EXPENDITURES	24,161			24,161
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

Corpus Christi offers free on-site use of the collection, programs, and reference services. The purpose of this year's program is to purchase 1,400 books and microforms for the genealogical and historical reference collection to better serve the needs of an expected 772 researchers from throughout south Texas. Special emphasis will be placed on obtaining Mexican and Spanish genealogical materials.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Dallas Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 7.1.8
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 300,000

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	91,425			91,425
CURRENT FY FUNDS				
TOTAL EXPENDITURES	91,425			91,425
CARRYFORWARD TO NEXT FY				

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

MURL Grant funds will be used to increase resources in the humanities, social sciences, technology and business areas by adding approximately 4,341 new volumes, and to provide on-site use of the collections and on-site and telephone reference service at all Dallas Public Library facilities. It is expected that the library will host over 300,000 non-resident users.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
El Paso Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number: 7.1.9
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 19,000

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	47,313	[redacted]	[redacted]	47,313
CURRENT FY FUNDS				
TOTAL EXPENDITURES	47,313			47,313
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

El Paso Public Library will allow any person on-site use of library material, reference services, and circulation privileges at any of its library facilities. Grant funds will be used to enhance the circulating and reference collections in the areas of genealogy and local history. Three coin operated microform reader/ printers will be obtained to better serve all library patrons. An estimated 16,000 non-residents will use the collection on-site, over 3,000 reference requests will be received, 8,000 library cards will be issued to non-residents, and an estimated 984 volumes and microfilm rolls will be added to the collection.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Fort Worth Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 7.1.10
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 18,500

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	39,502			39,502
CURRENT FY FUNDS				
TOTAL EXPENDITURES	39,502			39,502
CARRYFORWARD TO NEXT FY				

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

Non-residents have unrestricted on-site use of the collection, receive reference and reader guidance, and may receive reference services by mail. Fort Worth will use the grant to support and enhance the genealogical and local history collections and services by purchasing 1,150 print and non-print items, and 3 microfilm and microfiche storage cabinets. Over 7,200 non-residents are expected to use 67,000 items on-site, and ask 11,300 reference questions in person, by telephone and by mail.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Nicholson Memorial Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 7.1.11
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 14,672

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	16,709			16,709
CURRENT FY FUNDS				
TOTAL EXPENDITURES	16,709			16,709
CARRYFORWARD TO NEXT FY				

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

Grant funds will purchase 2,189 items in the subject areas of general reference and genealogy to strengthen the existing collections at the three locations which comprise the system. Any person may use the collection and receive services on-site, and may apply for borrowing privileges. It is estimated that 14,672 non-residents will utilize the library's services and will check out 96,000 items.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Houston Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 7.1.12
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 102,350

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	157,235	[redacted]	[redacted]	157,235
CURRENT FY FUNDS				
TOTAL EXPENDITURES	157,235			157,235
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

Free on-site collection use, in-person and telephone reference service, and attendance at public programs are available to all. With MURL funds Houston Public Library will purchase 7,500 materials to support the reference collection of the central library and four regional branches, in the areas of business, genealogy, children's literature, Texas history, science, technology, social sciences and the humanities. An estimated 70,800 non-residents will use on-site services, and 31,550 will use telephone reference services.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Irving Public Library - Local Library

2. NAME OF PROJECT, Specify grant program activity by line item number 7.1.13
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 10,000

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	12,315			12,315
CURRENT FY FUNDS				
TOTAL EXPENDITURES	12,315			12,315
CARRYFORWARD TO NEXT FY				

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

Irving Public Library offers free on-site use of the collection, reference services, and circulation. MURL funds will be used to expand the genealogy collection by adding 630 census microfilm rolls and indexes covering states important to Texas genealogy, and one microfilm reader. Over 10,000 non-resident borrowers will use the services of the library.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Lubbock City-County Library - Regional Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 7.1.14
Major Urban Resource Libraries

3. *TARGET AREA TO BE SERVED BY PROJECT*
Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 775

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	17,416	[redacted]	[redacted]	17,416
CURRENT FY FUNDS				
TOTAL EXPENDITURES	17,416			17,416
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

Lubbock City-County Library will extend free on-site use of library materials, on-site reference service, and circulation privileges to any person having a valid library card from any West Texas Library System member. Funds will be used to enrich the book collection by adding 1,000 reference and circulating volumes. The genealogy collection will be used by 775 guests; an estimated 4,000 volumes will be circulated to non-residents.

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ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Pasadena Public Library - Local Library

2. NAME OF PROJECT, Specify grant program activity by line item number — 7.1.15
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 69,000

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	10,823	[redacted]	[redacted]	10,823
CURRENT FY FUNDS				
TOTAL EXPENDITURES	10,823			10,823
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

Funds will be used to purchase 1,200 titles in several high demand subject areas. By the end of the year 74,370 items will be used in-house and 52,000 volumes will be circulated to 69,000 non-resident on-site users.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Plano Public Library - Local Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 7.1.16
Major Urban Resource Libraries

3. *TARGET AREA TO BE SERVED BY PROJECT*
Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 14,000

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	10,999			10,999
CURRENT FY FUNDS				
TOTAL EXPENDITURES	10,999			10,999
CARRYFORWARD TO NEXT FY				

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

Plano Public Library offers non-residents free on-site use of the collection, reference services, and circulation of library material. Grant funds will be used to enhance the serials collection by subscribing to 125 periodicals in areas of heavy use. It is expected that the library will host 14,000 persons, and circulate 160,000 items to non-residents.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
San Antonio Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 7.1.17
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 21,000

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	87,146	[redacted]	[redacted]	87,146
CURRENT FY FUNDS				
TOTAL EXPENDITURES	87,146			87,146
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

Grant funds will be used to better serve 21,000 non-residents free of charge by purchasing 2,426 reels of U.S. Census Schedules and periodicals on microfilm, Sanborn Fire Insurance Maps on microfilm, 8 microfilm storage cabinets, and 2 map cases. In addition the library will create a duplicate record of the "Records of Burials by City of San Antonio Sexton."

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(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	7.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Waco McLennan Public Library - Local Library

2. NAME OF PROJECT, Specify grant program activity by line item number 7.1.18
Major Urban Resource Libraries

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 2,000

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	9,576	[redacted]	[redacted]	9,576
CURRENT FY FUNDS				
TOTAL EXPENDITURES	9,576			9,576
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

The library will extend the privilege of on-site use of all materials, equipment, facilities, programs and services to all, without regard to residency. In addition, free telephone reference service will be provided. Grant funds will be used to purchase 200 volumes of materials for the reference and genealogy departments which will improve the depth and currency of the library's collections. By the end of the grant period 1,400 non-residents will have used 1,000 library materials in-house, and 600 reference questions will have been answered.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	9.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Texas State Library - State Agency

2. NAME OF PROJECT, Specify grant program activity by line item number — 9.1
Services to Limited English-Speaking

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 958,697

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	75,201			75,201
CURRENT FY FUNDS				
TOTAL EXPENDITURES	75,201			75,201
CARRYFORWARD TO NEXT FY	75,201			75,201

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

1. Objectives and Need For This Assistance.

   a. Objective

   See Project 2.1, Regional Public Library Systems.

CHECK TITLE	PROJECT NO
☒ I ☐ III	9.1

Continued

2. Results or Benefits Expected.

Systems will purchase Spanish Language library materials and equipment, offer ESL tutoring, and provide Spanish book circuits for system member libraries.

3. Approach.

See Project 2.1, Regional Public Library Systems.

For additional information, see Appendix B, Guidelines for System Plans of Service.

4. Geographic Location.

Big Country Library System
(Abilene Public Library)

Central Texas Library System
(Austin Public Library)

Houston Area Library System
(Houston Public Library)

Northeast Texas Library System
(Nicholson Memorial Library, Garland)

San Antonio Area Library System
(San Antonio Public Library)

West Texas Library System
(Lubbock City-County Library)

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	9.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Abilene Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 9.1.1
Services to Limited English-Speaking

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 9,657

5. PROPOSED ESTIMATE BY SOURCE	*LSCA*	*STATE*	*LOCAL*	*TOTAL*
CARRYOVER FROM PREVIOUS FY	5,593	[redacted]	[redacted]	5,593
CURRENT FY FUNDS				
TOTAL EXPENDITURES	5,593			5,593
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	9.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Nicholson Memorial Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 9.1.2
Services to Limited English-Speaking

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 1,307

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	11,968	[redacted]	[redacted]	11,968
CURRENT FY FUNDS				
TOTAL EXPENDITURES	11,968			11,968
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	9.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Houston Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 9.1.3
Services to Limited English-Speaking

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 876,633

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	14,970			14,970
CURRENT FY FUNDS				
TOTAL EXPENDITURES	14,970			14,970
CARRYFORWARD TO NEXT FY				

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	9.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Lubbock City-County Library - Regional Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 9.1.4
Services to Limited English-Speaking

3. *TARGET AREA TO BE SERVED BY PROJECT*
Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 18,000

5. *PROPOSED ESTIMATE BY SOURCE*	*LSCA*	*STATE*	*LOCAL*	*TOTAL*
CARRYOVER FROM PREVIOUS FY	3,723	[redacted]	[redacted]	3,723
CURRENT FY FUNDS				
TOTAL EXPENDITURES	3,723			3,723
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

See narrative for Project 2.1, Regional Public Library Systems.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	9.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
San Antonio Public Library - Regional Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 9.1.5
Services to Limited English-Speaking

3. *TARGET AREA TO BE SERVED BY PROJECT*
Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 53,100

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	38,947	[redacted]	[redacted]	38,947
CURRENT FY FUNDS				
TOTAL EXPENDITURES	38,947			38,947
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

See narrative for Project 2.1, Regional Public Library Systems.

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CHECK TITLE ☒ I ☐ III

PROJECT NO. 10.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Texas State Library - State Agency

2. NAME OF PROJECT, Specify grant program activity by line item number 10.1
Services to the Elderly

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 175,932

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	143,038			143,038
CURRENT FY FUNDS				
TOTAL EXPENDITURES	143,038			143,038
CARRYFORWARD TO NEXT FY	143,038			143,038

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

1. Objectives and Need For This Assistance.

a. Objective

See Project 2.1, Regional Public Library Systems.

2. Results or Benefits Expected.

See Project 2.1, Regional Public Library Systems.

CHECK TITLE	PROJECT NO.
☒ I ☐ III	10.1

Continued

3. Approach.

See Project 2.1, Regional Public Library Systems.

For additional information, see Appendix B, Guidelines for System Plans of Service.

4. Geographic Location.

Big Country Library System
(Abilene Public Library)

Central Texas Library System
(Austin Public Library)

Houston Area Library System
(Houston Public Library)

Northeast Texas Library System
(Nicholson Memorial Library, Garland)

San Antonio Area Library System
(San Antonio Public Library)

Texas Panhandle Library System
(Amarillo Public Library)

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CHECK TITLE	*PROJECT NO.*
☒ I ☐ III	10.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Abilene Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 10.1.1
Services to the Elderly

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 68,157

5. PROPOSED ESTIMATE BY SOURCE	*LSCA*	*STATE*	*LOCAL*	*TOTAL*
CARRYOVER FROM PREVIOUS FY	11,790	[redacted]	[redacted]	11,790
CURRENT FY FUNDS				
TOTAL EXPENDITURES	11,790			11,790
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	10.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Amarillo Public Library - Regional Library

2. NAME OF PROJECT. Specify grant program activity by line item number 10.1.2
Services to the Elderly

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 500

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	4,307	[redacted]	[redacted]	4,307
CURRENT FY FUNDS				
TOTAL EXPENDITURES	4,307			4,307
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	10.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Austin Public Library - Regional Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 10.1.3
Services to the Elderly

3. *TARGET AREA TO BE SERVED BY PROJECT*
Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 15,000

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	18,035	[redacted]	[redacted]	18,035
CURRENT FY FUNDS				
TOTAL EXPENDITURES	18,035			18,035
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

See narrative for Project 2.1, Regional Public Library Systems.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	10.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Nicholson Memorial Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 10.1.4
Services to the Elderly

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 3,000

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	26,002	[redacted]	[redacted]	26,002
CURRENT FY FUNDS				
TOTAL EXPENDITURES	26,002			26,002
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	10.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Houston Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 10.1.5
Services to the Elderly

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 54,753

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	48,382	[redacted]	[redacted]	48,382
CURRENT FY FUNDS				
TOTAL EXPENDITURES	48,382			48,382
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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CHECK TITLE
☒ I
☐ III

PROJECT NO. 10.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
San Antonio Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 10.1.6
Services to the Elderly

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 34,522

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	34,522	[redacted]	[redacted]	34,522
CURRENT FY FUNDS				
TOTAL EXPENDITURES	34,522			34,522
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

OMB NO. 1850-0528
EXP. DATE 08-31-93

STATE Texas
FY FY92
CAN 1E000500

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-5571

THE LIBRARY SERVICES AND CONSTRUCTION ACT STATE-ADMINISTERED PROGRAM

20 U.S.C. 351 et seq., unless otherwise noted

ANNUAL PROGRAM (SEC. 3(13)) TITLES I AND III PROJECT PLAN (SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	12.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Texas State Library - State Agency

2. NAME OF PROJECT, Specify grant program activity by line item number 12.1
Literacy Programs

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 1,139,891

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	263,427	[redacted]	[redacted]	263,427
CURRENT FY FUNDS				
TOTAL EXPENDITURES	263,427			263,427
CARRYFORWARD TO NEXT FY	263,427	[redacted]	[redacted]	263,427

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

1. Objectives and Need For This Assistance.

a. Objective

See Project 2.1, Regional Public Library Systems.

CHECK TITLE	PROJECT NO.
☒ I ☐ III	12.1

Continued

2. Results or Benefits Expected.

Systems will fund literacy projects for their member libraries in the following ways: provide funds for tutor training workshops, purchase library materials for use by tutors, purchase computers, educational software, audiovisual equipment, and general purpose equipment to support literacy based projects.

3. Approach.

See Project 2.1, Regional Public Library Systems.

For additional information, see Appendix B, Guidelines for System Plans of Service.

4. Geographic Location.

Big Country Library System
(Abilene Public Library)

Central Texas Library System
(Austin Public Library)

Houston Area Library System
(Houston Public Library)

Northeast Texas Library System
(Nicholson Memorial Library, Garland)

North Texas Library System
(Fort Worth Public Library)

San Antonio Area Library System
(San Antonio Public Library)

South Texas Library System
(Corpus Christi Public Library)

Texas Panhandle Library System
(Amarillo Public Library)

Texas Trans-Pecos Library System
(El Paso Public Library)

West Texas Library System
(Lubbock City-County Library)

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ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	12.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Abilene Public Library - Regional Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 12.1.1
Literacy Programs

3. *TARGET AREA TO BE SERVED BY PROJECT*
Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 148,752

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	9,054			9,054
CURRENT FY FUNDS				
TOTAL EXPENDITURES	9,054			9,054
CARRYFORWARD TO NEXT FY				

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

See narrative for Project 2.1, Regional Public Library Systems.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	12.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Amarillo Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 12.1.2
Literacy Programs

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 500

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	20,091	[redacted]	[redacted]	20,091
CURRENT FY FUNDS				
TOTAL EXPENDITURES	20,091			20,091
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	12.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Austin Public Library - Regional Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* Literacy Programs	12.1.3	3. *TARGET AREA TO BE SERVED BY PROJECT* Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 800

5. *PROPOSED ESTIMATE BY SOURCE*	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	51,613	[redacted]	[redacted]	51,613
CURRENT FY FUNDS				
TOTAL EXPENDITURES	51,613			51,613
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

See narrative for Project 2.1, Regional Public Library Systems.

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20 U.S.C. 351 *et seq.*, unless otherwise noted

ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	12.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Corpus Christi Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 12.1.4
Literacy Programs

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 26,400

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	27,245	[redacted]	[redacted]	27,245
CURRENT FY FUNDS				
TOTAL EXPENDITURES	27,245			27,245
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	12.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
El Paso Public Library - Regional Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 12.1.5
Literacy Programs

3. *TARGET AREA TO BE SERVED BY PROJECT*
Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 1,140

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	22,275			22,275
CURRENT FY FUNDS				
TOTAL EXPENDITURES	22,275			22,275
CARRYFORWARD TO NEXT FY				

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

See narrative for Project 2.1, Regional Public Library Systems.

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(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	12.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Fort Worth Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 12.1.6
Literacy Programs

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 12,000

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	41,208	[redacted]	[redacted]	41,208
CURRENT FY FUNDS				
TOTAL EXPENDITURES	41,208			41,208
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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ANNUAL PROGRAM (SEC. 3(13)) TITLES I AND III PROJECT PLAN (SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	12.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Nicholson Memorial Library - Regional Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 12.1.7
Literacy Programs

3. *TARGET AREA TO BE SERVED BY PROJECT*
Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 2,666

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	62,961	[redacted]	[redacted]	62,961
CURRENT FY FUNDS				
TOTAL EXPENDITURES	62,961			62,961
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

See narrative for Project 2.1, Regional Public Library Systems.

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ANNUAL PROGRAM (SEC. 3(13)) TITLES I AND III PROJECT PLAN (SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE
☒ I
☐ III

PROJECT NO. 12.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Houston Public Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number 12.1.8
Literacy Programs

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 876,633

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	1,897	[redacted]	[redacted]	1,897
CURRENT FY FUNDS				
TOTAL EXPENDITURES	1,897			1,897
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	12.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Lubbock City-County Library - Regional Library

2. NAME OF PROJECT, Specify grant program activity by line item number: 12.1.9
Literacy Programs

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 18,000

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	6,622	[redacted]	[redacted]	6,622
CURRENT FY FUNDS				
TOTAL EXPENDITURES	6,622			6,622
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative for Project 2.1, Regional Public Library Systems.

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CHECK TITLE	PROJECT NO.
☒ I ☐ III	12.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
San Antonio Public Library - Regional Library

2. *NAME OF PROJECT, Specify grant program activity by line item number* 12.1.10
Literacy Programs

3. *TARGET AREA TO BE SERVED BY PROJECT*
Region

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* 53,000

5. *PROPOSED ESTIMATE BY SOURCE*	*LSCA*	*STATE*	*LOCAL*	*TOTAL*
CARRYOVER FROM PREVIOUS FY	20,461	[redacted]	[redacted]	20,461
CURRENT FY FUNDS				
TOTAL EXPENDITURES	20,461			20,461
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

See narrative for Project 2.1, Regional Public Library Systems.

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TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☒ I ☐ III	18.1

1. *NAME (Identify State agency, regional or local library, organization, or institution that administers the project)*
Texas State Library - State Agency

2. *NAME OF PROJECT, Specify grant program activity by line item number* 18.1
Administration

3. *TARGET AREA TO BE SERVED BY PROJECT*
Statewide

4. *ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS)* N/A

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	230,788	[redacted]	[redacted]	230,788
CURRENT FY FUNDS		257,814		257,814
TOTAL EXPENDITURES	230,788	257,814		488,602
CARRYFORWARD TO NEXT FY	230,958	[redacted]	[redacted]	230,958

6. *GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)*

1. Objectives and Need For This Assistance.

   a. Objectives

   To provide financial and program accountability through the administration of state and federal funds. (Goal 1, Objective 1.4, p. 3-2, 3-3, and 3-4 of the Long Range Plan for Statewide Library Development, 1992-95.)

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO
☒ I ☐ III	18.1

Continued

To collect and publish statistics from Texas public and academic libraries. (Goal 4, Objective 4.3, p 3-9 of the Long Range Plan for Statewide Library Development, 1992-1995.)

To facilitate, coordinate, promote, and disseminate research on topics of current interest and applicability to improving library service in Texas. (Goal 4, Objective 4.5, of the Long Range Plan for Statewide Library Development, 1992-1995.)

b. Need

An analysis of the need for this project is provided in Chapter 4, pp. 4-13 and 4-25 thru 4-26 of the Long Range Plan for Statewide Library Development, 1992-1995.

2. Results or Benefits Expected.

The end products for this project are detailed on pp. 3-2, 3-3, 3-4, and 3-9 of the Long Range Plan for Statewide Library Development, 1992-1995. The following publications and reports will be produced as a result of the project:

LSCA Basic State Plan
LSCA Long Range Plan for Statewide Library Development
LSCA Annual Program
LSCA Annual Report
Statewide Library Development: Biennial Budget
Legislative Budget Board Performance and Expenditure Report:
  Six-Month and Annual
Statewide Library Development: Annual and Biennial Report
Subgrantee Audit Manual
Rules and Regulations for the State Library System
Guidelines for Regional Systems' Annual Program and Budget
Guidelines for Application and Reporting of Title III, Establishment,
  Incentive, and Other Subgrants
Academic Library Statistics
Texas Public Library Statistics
Institutional Libraries Statistics
Other special projects and reports as needed

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☒ I ☐ III	18.1

Continued

3. Approach.

The approach for each required administrative task is specified in the applicable objectives section of the Long Range Plan for Statewide Library Development, 1992-1995. The tasks will be carried out by a Division Director, an Activity Manager, a Grants Administrator, a Grants Coordinator, a Systems Consultant, Statistician, an Office Manager, a Statistics Assistant, two Administrative Assistants, the Administrative Division, the Data Processing Department, and the Assistant State Librarian.

The completion dates for each required administrative task are specified in the Long Range Plan for Statewide Library Development, 1992-1995. (See pp. 3-2, 3-3, and 3-4.)

The success of the project will be based on a comparison of actual completion dates for each task with the date targeted in the Long Range Plan for Statewide Library Development, 1992-1995.

Upon the recommendation of the State Auditor's Office, the Texas State Library submitted an indirect cost allocation plan to the United States Department of Education. The tentative indirect cost rate for SFY 1992 is 2.00% of total federal funds. Of the $538,088 budgeted for Project 18.1, $145,257 or 27.0% represents indirect charges which will be paid to the State of Texas.

4. Geographic Location.

Texas State Library, Austin.

TITLE II

PART IV, PROGRAM NARRATIVE
TITLE II - PROJECT 1.1
PUBLIC LIBRARY CONSTRUCTION

1. Objectives and Need For This Assistance.

   a. Objective

   To assist in upgrading physical facilities of public libraries through the administration of LSCA Title II grants, when funding for Title II is available (Goal 1, Objective 1.3, p. 3-2 of the Long Range Plan for Statewide Library Development, 1992-1995.)

   b. Need

   An analysis of the need for this project is provided in Chapter 4, p. 4-7 of the Long Range Plan for Statewide Library Development, 1992-1995.

2. Results or Benefits Expected.

   Grants will be awarded to subgrantees for the construction of public library facilities.

3. Approach.

   For information concerning the approach to be used to meet the objectives of this project see Appendix H, Title II, Public Library Construction, General Information and Guidelines, SFY 1993.

4. Geographic Location.

   The location for this project is the entire State of Texas.

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ANNUAL PROGRAM
TITLES II PROJECT PLAN
SECTIONS 6(a)(2) and 203

1. NAME OF LIBRARY
Buda Public Library

2. PROJECT NO.
92-1

2. ADDRESS (Number, Street, City, and State)
Main Street (P.O. Box 608), Buda, TX

ZIP CODE 78610

4. NAME AND ADDRESS OF APPLICANT (If different from item 1)

5. TYPE OF PROJECT (Check appropriate boxes)

☒ a. NEW
☐ b. REMODELING
☐ c. ENERGY CONSERVATION
☐ d. SAFE WORKING ENVIRONMENT
☐ e. ACQUISITION
☐ f. ALTERATION
☐ g. NEW TECHNOLOGIES
☐ h. TECHNOLOGY ENHANCEMENT
☐ i. EXPANSION
☐ j. HANDICAPPED
☐ k. HISTORIC BUILDINGS
☐ l. PRESERVATION

6. PROJECT EXPENDITURES, BY SOURCE:	a. FEDERAL	
	1. LSCA	$ 100,000
	2. OTHER	
	3. SUBTOTAL	$
	b. STATE	
	c. LOCAL	170,000
	TOTAL (Add a(3), b & c)	$ 270,000

7. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO LONG-RANGE PROGRAM. (SEC. 203(1))

Construct and equip new 5,200 sq. ft. building to serve as a public library.

The Texas State Library's Long Range Plan, 1992-1995 includes an objective "to assist in upgrading facilities of public libraries through the administration of LSCA Title II grants" (Goal 1, Objective 1.3, p. 3-2). The need for this objective is documented on pages 4-7 through 4-12 of the Long Range Plan.

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ANNUAL PROGRAM
TITLES II PROJECT PLAN
SECTIONS 6(a)(2) and 203

1. NAME OF LIBRARY
Montgomery County Library

2. PROJECT NO.
92-2

2. ADDRESS (Number, Street, City, and State)
400 N. San Jacinto St., Conroe, TX

ZIP CODE 77301

4. NAME AND ADDRESS OF APPLICANT (If different from item 1)

5. TYPE OF PROJECT (Check appropriate boxes)

☐ a. NEW
☐ b. REMODELING
☐ c. ENERGY CONSERVATION
☐ d. SAFE WORKING ENVIRONMENT
☒ e. ACQUISITION
☒ f. ALTERATION
☐ g. NEW TECHNOLOGIES
☐ h. TECHNOLOGY ENHANCEMENT
☐ i. EXPANSION
☐ j. HANDICAPPED
☐ k. HISTORIC BUILDINGS
☐ l. PRESERVATION

6. PROJECT EXPENDITURES, BY SOURCE:	a. FEDERAL	
	1. LSCA	$ 100,000
	2. OTHER	
	3. SUBTOTAL	$
	b. STATE	
	c. LOCAL	148,000
	TOTAL (Add a(3), b & c)	$ 248,000

7. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO LONG-RANGE PROGRAM. (SEC. 203(1))

Purchase, renovate and equip a 6,600 sq. ft. building to serve as a branch of the county public library.

The Texas State Library's Long Range Plan, 1992-1995 includes an objective "to assist in upgrading facilities of public libraries through the administration of LSCA Title II grants" (Goal 1, Objective 1.3, p. 3-2). The need for this objective is documented on pages 4-7 through 4-12 of the Long Range Plan.

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ANNUAL PROGRAM
TITLES II PROJECT PLAN
SECTIONS 6(a)(2) and 203

1. NAME OF LIBRARY
Delta County Library

2. PROJECT NO.
92-3

2. ADDRESS (Number, Street, City, and State)
520 S.W. First St., Cooper, TX

ZIP CODE 75432

4. NAME AND ADDRESS OF APPLICANT (If different from item 1)

5. TYPE OF PROJECT (Check appropriate boxes)

☐ a. NEW
☐ b. REMODELING
☐ c. ENERGY CONSERVATION
☐ d. SAFE WORKING ENVIRONMENT
☒ e. ACQUISITION
☒ f. ALTERATION
☐ g. NEW TECHNOLOGIES
☐ h. TECHNOLOGY ENHANCEMENT
☐ i. EXPANSION
☐ j. HANDICAPPED
☐ k. HISTORIC BUILDINGS
☐ l. PRESERVATION

6. PROJECT EXPENDITURES, BY SOURCE:

a. FEDERAL	
1. LSCA	$ 100,000
2. OTHER	
3. SUBTOTAL	$
b. STATE	
c. LOCAL	100,000
TOTAL (Add a(3), b & c)	$ 200,000

7. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO LONG-RANGE PROGRAM. (SEC. 203(1))

Purchase, convert and equip a 5,800 sq. ft. facility to serve as a county public library building.

The Texas State Library's Long Range Plan, 1992-1995 includes an objective "to assist in upgrading facilities of public libraries through the administration of LSCA Title II grants" (Goal 1, Objective 1.3, p. 3-2). The need for this objective is documented on pages 4-7 through 4-12 of the Long Range Plan.

OMB NO. 1850-0528
EXP. DATE 08-31-93

STATE Texas
FY 1992

DEPARTMENT OF EDUCATION
WASHINGTON, D.C. 20208-5571

THE LIBRARY SERVICES AND CONSTRUCTION ACT
STATE-ADMINISTERED PROGRAM
20 U.S.C. 351 et seq., unless otherwise noted

ANNUAL PROGRAM
TITLES II PROJECT PLAN
SECTIONS 6(a)(2) and 203

1. NAME OF LIBRARY
Earth-Springlake Community Library

2. PROJECT NO.
92-4

2. ADDRESS (Number, Street, City, and State)
Box 130, Earth, TX

ZIP CODE 79031

4. NAME AND ADDRESS OF APPLICANT (If different from item 1)

5. TYPE OF PROJECT (Check appropriate boxes)

☒ a. NEW
☐ b. REMODELING
☐ c. ENERGY CONSERVATION
☐ d. SAFE WORKING ENVIRONMENT
☐ e. ACQUISITION
☐ f. ALTERATION
☐ g. NEW TECHNOLOGIES
☐ h. TECHNOLOGY ENHANCEMENT
☐ i. EXPANSION
☐ j. HANDICAPPED
☐ k. HISTORIC BUILDINGS
☐ l. PRESERVATION

6. PROJECT EXPENDITURES, BY SOURCE:

a. FEDERAL	
1. LSCA	$ 100,000
2. OTHER	
3. SUBTOTAL	$
b. STATE	
c. LOCAL	228,650
TOTAL (Add a(3), b & c)	$ 328,650

7. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO LONG-RANGE PROGRAM. (SEC. 203(1))

Construct and equip a 5,000 sq. ft. building to serve as a joint public - school library for the cities of Earth and Springlake, and Springlake Independent School District.

The Texas State Library's Long Range Plan, 1992-1995 includes an objective "to assist in upgrading facilities of public libraries through the administration of LSCA Title II grants" (Goal 1, Objective 1.3, p. 3-2). The need for this objective is documented on pages 4-7 through 4-12 of the Long Range Plan.

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SECTIONS 6(a)(2) and 203

1. NAME OF LIBRARY
Midland County Public Library

2. PROJECT NO.
92-5

2. ADDRESS (Number, Street, City, and State)
301 W. Missouri, Midland, TX

ZIP CODE 79701

4. NAME AND ADDRESS OF APPLICANT (If different from item 1)

5. TYPE OF PROJECT (Check appropriate boxes)

- ☒ a. NEW
- ☐ b. REMODELING
- ☐ c. ENERGY CONSERVATION
- ☐ d. SAFE WORKING ENVIRONMENT
- ☐ e. ACQUISITION
- ☐ f. ALTERATION
- ☐ g. NEW TECHNOLOGIES
- ☐ h. TECHNOLOGY ENHANCEMENT
- ☒ i. EXPANSION
- ☒ j. HANDICAPPED
- ☐ k. HISTORIC BUILDINGS
- ☐ l. PRESERVATION

6. PROJECT EXPENDITURES, BY SOURCE:

a. FEDERAL	
1. LSCA	$ 200,000
2. OTHER	
3. SUBTOTAL	$
b. STATE	
c. LOCAL	2,175,000
TOTAL (Add a(3), b & c)	$ 2,375,000

7. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO LONG-RANGE PROGRAM. (SEC. 203(1))

Construct and equip a 19,500 sq. ft. addition to main library and renovate existing library, to maximize use of floor space, to elimate architectural barriers, and to maximize delivery of patron services.

The Texas State Library's Long Range Plan, 1992-1995 includes an objective "to assist in upgrading facilities of public libraries through the administration of LSCA Title II grants" (Goal 1, Objective 1.3, p. 3-2). The need for this objective is documented on pages 4-7 through 4-12 of the Long Range Plan.

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TITLES II PROJECT PLAN
SECTIONS 6(a)(2) and 203

1. NAME OF LIBRARY
Pasadena Public Library

2. PROJECT NO.
92-6

2. ADDRESS (Number, Street, City, and State)
1201 Minerva St., Pasadena, TX

ZIP CODE 77506

4. NAME AND ADDRESS OF APPLICANT (If different from item 1)

5. TYPE OF PROJECT (Check appropriate boxes)

☒ a. NEW
☐ b. REMODELING
☐ c. ENERGY CONSERVATION
☐ d. SAFE WORKING ENVIRONMENT
☐ e. ACQUISITION
☐ f. ALTERATION
☐ g. NEW TECHNOLOGIES
☐ h. TECHNOLOGY ENHANCEMENT
☐ i. EXPANSION
☐ j. HANDICAPPED
☐ k. HISTORIC BUILDINGS
☐ l. PRESERVATION

6. PROJECT EXPENDITURES, BY SOURCE:

a. FEDERAL	
1. LSCA	$ 82,186
2. OTHER	
3. SUBTOTAL	$
b. STATE	
c. LOCAL	1,369,456
TOTAL (Add a(3), b & c)	$ 1,451,642

7. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO LONG-RANGE PROGRAM. (SEC. 203(1))

Construct and equip a new 10,300 sq. ft. branch public library building.

The Texas State Library's Long Range Plan, 1992-1995 includes an objective "to assist in upgrading facilities of public libraries through the administration of LSCA Title II grants" (Goal 1, Objective 1.3, p. 3-2). The need for this objective is documented on pages 4-7 through 4-12 of the Long Range Plan.

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EXP. DATE 08-31-93

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ANNUAL PROGRAM
TITLES II PROJECT PLAN
SECTIONS 6(a)(2) and 203

1. NAME OF LIBRARY
San Marcos Public Library

2. PROJECT NO.
92-7

2. ADDRESS (Number, Street, City, and State)
310 W. Hutchinson, San Marcos, TX

ZIP CODE 78666

4. NAME AND ADDRESS OF APPLICANT (If different from item 1)

5. TYPE OF PROJECT (Check appropriate boxes)

☒ a. NEW
☐ b. REMODELING
☐ c. ENERGY CONSERVATION
☐ d. SAFE WORKING ENVIRONMENT
☐ e. ACQUISITION
☐ f. ALTERATION
☐ g. NEW TECHNOLOGIES
☐ h. TECHNOLOGY ENHANCEMENT
☐ i. EXPANSION
☐ j. HANDICAPPED
☐ k. HISTORIC BUILDINGS
☐ l. PRESERVATION

6. PROJECT EXPENDITURES, BY SOURCE:	a. FEDERAL	
	1. LSCA	$ 300,000
	2. OTHER	
	3. SUBTOTAL	$
	b. STATE	
	c. LOCAL	2,585,000
	TOTAL (Add a(3), b & c)	$ 2,885,000

7. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO LONG-RANGE PROGRAM. (SEC. 203(1))

Construct and equip new 27,000 sq. ft. community public library.

The Texas State Library's Long Range Plan, 1992-1995 includes an objective "to assist in upgrading facilities of public libraries through the administration of LSCA Title II grants" (Goal 1, Objective 1.3, p. 3-2). The need for this objective is documented on pages 4-7 through 4-12 of the Long Range Plan.

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EXP. DATE 08-31-93

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FY 1992

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ANNUAL PROGRAM
TITLES II PROJECT PLAN
SECTIONS 6(a)(2) and 203

1. NAME OF LIBRARY
Van Horn City-County Library

2. PROJECT NO.
92-8

2. ADDRESS (Number, Street, City, and State)
803 Fannin, Van Horn, TX

ZIP CODE 79855

4. NAME AND ADDRESS OF APPLICANT (If different from item 1)

5. TYPE OF PROJECT (Check appropriate boxes)

☒ a. NEW
☐ b. REMODELING
☐ c. ENERGY CONSERVATION
☐ d. SAFE WORKING ENVIRONMENT
☐ e. ACQUISITION
☐ f. ALTERATION
☐ g. NEW TECHNOLOGIES
☐ h. TECHNOLOGY ENHANCEMENT
☐ i. EXPANSION
☐ j. HANDICAPPED
☐ k. HISTORIC BUILDINGS
☐ l. PRESERVATION

6. PROJECT EXPENDITURES, BY SOURCE:	a. FEDERAL	
	1. LSCA	$ 67,422
	2. OTHER	
	3. SUBTOTAL	$
	b. STATE	
	c. LOCAL	81,578
	TOTAL (Add a(3), b & c)	$ 149,000

7. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO LONG-RANGE PROGRAM. (SEC. 203(1))

Construct and equip a 5,040 sq. ft. building to serve as city-county library.

The Texas State Library's Long Range Plan, 1992-1995 includes an objective "to assist in upgrading facilities of public libraries through the administration of LSCA Title II grants" (Goal 1, Objective 1.3, p. 3-2). The need for this objective is documented on pages 4-7 through 4-12 of the Long Range Plan.

TITLE II - PROJECT PLAN

(1990 CARRYOVER FUNDS $35,213;
1991 CARRYOVER FUNDS $1,014,411)

Library	Type of Project	Square Feet Added	Local Funds	Grant Funds	Total Cost
Buda	New	5,200	170,000	100,000	270,000
Delta County (Cooper)	Conversion	5,800	100,000	$100,000	200,000
Earth/Springlake	New	5,000	228,650	100,000	328,650
Midland County (Midland)	Addition	19,500	1,725,000	200,000	1,925,000
Montgomery Co. (Conroe)	Branch conversion	6,600	148,000	100,000	248,000
* Pasadena	New branch	10,300	1,387,238	82,202	1,469,440
San Marcos	New	27,000	2,585,000	300,000	2,885,000
Van Horn City-County	New	5,040	81,578	67,422	149,000
		======	=========	=========	=========
TOTALS		84,440	$6,425,466	$1,049,624	$7,474,090

* Partial Grant

TITLE III

OMB NO. 1850-0528
EXP. DATE 08-31-93

STATE	Texas
FY	FY92
CAN	1E000500

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ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	*PROJECT NO.*
☐ I ☒ III	2.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Texas State Library - State Agency

2. NAME OF PROJECT, Specify grant program activity by line item number 2.1
Establishing, Expanding, and Operating Library Networks

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 71,666

5. PROPOSED ESTIMATE BY SOURCE	*LSCA*	*STATE*	*LOCAL*	*TOTAL*
CARRYOVER FROM PREVIOUS FY	142,452	[redacted]	[redacted]	142,452
CURRENT FY FUNDS				
TOTAL EXPENDITURES	142,452			142,452
CARRYFORWARD TO NEXT FY		[redacted]	[redacted]	

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

1. Objectives and Need For This Assistance.

   a. Objective

   To encourage provision of regional and local cooperative services for meeting common user needs through joint planning, informal cooperation, and contractual arrangements among public, academic, school, and special libraries. (Goal 2, Objective 2.5, pp. 3-6 and 3-7 of the Long Range Plan for Statewide Library Development, 1992-1995.)

CHECK TITLE	PROJECT NO
☐ I ☒ III	2.1

Continued

b. Need

An analysis of the need for this project is provided in Chapter 4, pp. 4-19 thru 4-21 of the Long Range Plan for Statewide Library Development, 1992-1995.

2. Results or Benefits Expected.

LSCA Title III grants will be awarded to conduct demonstration and cooperative projects among public, academic, school, and special libraries.

3. Approach.

The objectives for this program will be accomplished through contracts with public, academic, school, and special libraries; or systems or consortia of such libraries. Projects involving library automation must include resource sharing and meet Project Leadership automation standards.

Libraries are notified of the grant program through a general mailing to all Texas librarians in September through the State Library newsletter, Library Developments, and through an announcement in the Texas Register. Guidelines and grant application forms are prepared by the Texas State Library and distributed by November 15.

State library staff will review the proposals and present them to the Library Services and Construction Act Advisory Council. The Council will evaluate the proposals and make recommendations for funding to the Texas State Library and Archives Commission. A Council member whose employing agency has submitted an application or who stands to benefit directly from an application will not evaluate that application. Final action regarding funding rests with the Texas State Library and Archives Commission.

Dissemination of information regarding subgrant projects is accomplished through the publication of project abstracts in the Library Developments newsletter and the Texas Register, and through selected mailings. Photocopies of project applications and proposals as well as evaluation reports are made available upon request. Studies and final project reports are submitted by the Texas State Library to U.S. Department of Education. Additional copies of special reports are cataloged and circulated from the Texas State Library's Science Collection to ensure easy availability and the widest dissemination possible.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☐ I ☒ III	2.1

Continued

Subgrantees must complete and file with the State Library the following documents: (1) two evaluation reports; (2) two uniform statistical reports; (3) five expenditure reports of grant disbursement and/or encumbrances; and (4) one final audit of grant funds.

Failure to submit any of the required documents shall constitute defaulting on the contract and may be grounds for suspending the grant. Audits will be reviewed by the State Library staff, and any audit exceptions will be resolved.

Each subgrantee may revise goals and objectives which prove unattainable or unrealistic during the fiscal year. Subgrantees are expected to meet their objectives by the end of the project year.

On-site visitations to project sites will be conducted by State Library staff during the project year.

For additional information concerning the approach to be used to meet the objectives of Project 2.1, Demonstrations of Interlibrary Cooperation, see Appendix I, Interlibrary Cooperation Program Guidelines.

4. Geographic Location.

The geographic location of this project is the entire state.

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EXP. DATE 08-31-93

STATE Texas
FY FY92
CAN 1E000500

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ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☐ I ☒ III	2.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Abilene Christian University

2. NAME OF PROJECT, Specify grant program activity by line item number 2.1.1
Establishing, Expanding, and Operating Library Networks

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 65,300

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	116,635			116,635
CURRENT FY FUNDS				
TOTAL EXPENDITURES	116,635			116,635
CARRYFORWARD TO NEXT FY				

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative which follows.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☐ I ☒ III	2.1.1

Continued

Project Title: Interlibrary Cooperation Project
Project Funding: $116,635

To provide patrons with the full benefit of automation, the applicant will purchase additional software modules and support needed to complete a shared, fully integrated automated library system, and will obtain continued consulting services for the project. The Consortium represents four institutions in the Abilene area: Abilene Public Library, Abilene Christian University, Hardin-Simmons University and McMurry University. The software modules include acquisitions, serials, material booking, and report generation. Consulting services will include a final review and evaluation of phase I of the project, recommendations for change, and revisions to future plans. Installation of the basic system, which will be housed on the campus of Abilene Christian University, is scheduled for the summer of 1991. In support of the complete project, the applicant has raised more than $1,000,000 locally. Reciprocal borrowing agreements and a courier service exist among the members.

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EXP. DATE 08-31-93

STATE Texas
FY FY92
CAN 1E000500

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ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☐ I ☒ III	2.1

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
City of Weslaco

2. NAME OF PROJECT, Specify grant program activity by line item number: 2.1.2
Establishing, Expanding, and Operating Library Networks

3. TARGET AREA TO BE SERVED BY PROJECT
Region

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 6,366

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	25,817			25,817
CURRENT FY FUNDS				
TOTAL EXPENDITURES	25,817			25,817
CARRYFORWARD TO NEXT FY				

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

See narrative which follows.

TITLES I AND III - PROJECT PLAN

CHECK TITLE	PROJECT NO.
☐ I ☒ III	2.1.2

Continued

Project Title: Micro Archives Project
Project Funding: $25,817

Project will create and distribute microfiche copies of loose historical records held by libraries, archives and museums in the Lower Rio Grande Valley. Approximately 2,100 files containing 25,000 pages from 7 locations will be used in the project and are expected to result in 20,000 or more pages being microcopied. A computerized keyword index containing up to 900 keywords will be printed and distributed. The project will follow applicable nationally recognized standards for creating and preserving microfiche masters. The proposal will help to preserve endangered historical records having lasting value, make microfiche copies of those records widely available in the Valley and throughout the state, and establish a base for future continuing efforts.

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EXP. DATE 08-31-93

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FY	FY92
CAN	1E000500

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ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☐ I ☒ III	2.2

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Texas State Library - State Agency

2. NAME OF PROJECT, Specify grant program activity by line item number: 2.2
Establishing, Expanding, and Operating Library Networks

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 196,123

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	1,069,365	[redacted]	[redacted]	1,069,365
CURRENT FY FUNDS				
TOTAL EXPENDITURES	1,069,365			1,069,365
CARRYFORWARD TO NEXT FY	1,211,817	[redacted]	[redacted]	1,211,817

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

1. Objectives and Need For This Assistance.

See Title I - Project 2.2, Interlibrary Loan and Reference Referral Network.

2. Results or Benefits Expected.

See Title I - Project 2.2.

CHECK TITLE	PROJECT NO.
☐ I ☒ III	2.2

Continued

3. Approach.

See Title I - Project 2.2.

4. Geographic Location.

The location for this project is the entire state.

OMB NO. 1850-0528
EXP. DATE 08-31-93

STATE Texas
FY FY92
CAN 1E000500

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ANNUAL PROGRAM (SEC. 3(13))
TITLES I AND III PROJECT PLAN
(SECS. 103, 303, 304, 305, 6(a)(2))

CHECK TITLE	PROJECT NO.
☐ I ☒ III	2.3

1. NAME (Identify State agency, regional or local library, organization, or institution that administers the project)
Texas State Library - State Agency

2. NAME OF PROJECT, Specify grant program activity by line item number: 2.3
Establishing, Expanding, and Operating Library Networks

3. TARGET AREA TO BE SERVED BY PROJECT
Statewide

4. ESTIMATED NUMBER OF PERSONS TO BE SERVED BY THE PROJECT (USE FSCS DATA ELEMENTS) 243,230

5. PROPOSED ESTIMATE BY SOURCE	LSCA	STATE	LOCAL	TOTAL
CARRYOVER FROM PREVIOUS FY	1,500	[redacted]	[redacted]	1,500
CURRENT FY FUNDS				
TOTAL EXPENDITURES	1,500			1,500
CARRYFORWARD TO NEXT FY	1,500	[redacted]	[redacted]	1,500

6. GIVE A SHORT DESCRIPTION OF THE PROJECT AND HOW THE PROJECT RELATES TO THE LONG-RANGE PROGRAM. (SECS. 103(6) or 303)

1. Objectives and Need For This Assistance.

   a. Objective

      To provide statewide information about the location of library materials in Texas through the creation or expansion of bibliographic databases. (Goal 2, Objective 2.2, pp. 3-5 and 3-6 of the Long Range Plan for Statewide Library Development, 1992-95.)

CHECK TITLE	PROJECT NO.
☐ I ☒ III	2.3

Continued

b. Need

An analysis of the need for this project is provided in Chapter 4, pp. 4-15 and 4-16 of the Long Range Plan for Statewide Library Development 1992-95.

2. Results or Benefits Expected.

The Union List of Serials will contain 603,000 locations (summary holdings statements) in Texas libraries as of 1992.

3. Approach.

The union list is an online, OCLC-based list of serial holdings of many Texas libraries. It is often referred to as UTXL because that is its symbol on OCLC. As of summer, 1990, there were 98 participating libraries: 63 academic; 12 public; 22 special, and one school district. These libraries have created a database of almost 107,000 titles and over 597,500 locations (special holdings statements and summary holdings statements).

Libraries which are on OCLC may search UTXL online. A microfiche copy of the union list was also produced annually through FY 1991. UTXL has proven to be very valuable in a number of ways:

(a) libraries seeking to borrow materials on interlibrary loan can use the holdings-specific information to get faster replies;

(b) lending libraries find they receive fewer requests for materials that they do not own, which can decrease their workload and increase their fill rate;

(c) libraries can have custom-designed microfiche or paper copies of their holdings produced;

(d) the creation of a local union list on the OCLC system is often a starting point for local library consortia and libraries can enter their holdings into a local union list and the statewide list at the same time;

(e) in a local consortium, a union list is a valuable asset in enabling participants to operate reciprocal access and coordinated collection development programs;

(f) both OCLC and non-OCLC libraries can participate.

CHECK TITLE	PROJECT NO.
☐ I ☒ III	2.3

Continued

UTXL membership includes the payment of each library's union list membership fee by the State Library. While there are many benefits to union list participation, there are only a few obligations. The library must:

(1) exchange materials on interlibrary loan with other UTXL participants without charge (except that academic and special libraries may have reciprocal charging agreements);

(2) intend to follow the general guidelines of the UTXL Advisory Committee, plan to update its records annually, notify the State Library in advance of its intention to delete its holdings, and pay the modest cost of deprofiling.

3. Geographic Location.

The geographic location for this project is the entire state.

APPENDICES

LIBRARY SERVICES AND CONSTRUCTION ACT
TITLE I

ESTABLISHMENT GRANT
GUIDELINES
SFY 1993

Library Development Division
Texas State Library
Box 12927
Austin, Texas 78711

TITLE I
ESTABLISHMENT GRANT
SFY 1993

PROGRAM DESCRIPTION

The basic goal of the program is to aid in the establishment of public libraries in unserved counties, and to qualify those libraries as members of the Texas State Library System. An unserved county is defined as a county with no existing free public library service, or a county served by a library that has not expended city, county, or school district tax support for the past three years.

Establishment Grant recipients will receive a dollar-for-dollar match of funds appropriated for the library from local tax sources, or $20,000, whichever is greater. The maximum grant in any one year will depend on available funds, but will not exceed $40,000. Qualifying libraries may receive Establishment Grants for up to three (3) consecutive years subject to annual application and approval by the Texas State Library.

Who is eligible

Applicants must qualify for membership in the Texas Library System before being eligible to receive an Establishment Grant. A summary of the criteria for system membership contained in Rule 1.81 of the Texas Library Systems Act and Rules for Administering the Library Systems Act, 1990 is found in Appendix B. A newly established library may be deficient in two of Rule 1.81 criteria and still be provisionally accepted for membership. However, the library may not remain a provisional member for more than three years after being designated a system member. (Rule 1.79)

In addition to the criteria in Rule 1.81, the following requirements must be satisfied without exception:

- Free Library Service. The library must provide free service to all persons residing in the library's tax supporting area. (Rule 1.72)

- Legal Establishment. The library must be legally established as a department of a city or county government by charter, resolution, or ordinance; or by contract as provided for in the Interlocal Cooperation Act, Article 4413 (32c) (V.A.C.S.); or as a non-profit corporation chartered by the Secretary of State for the purpose of providing free library service. (Rule 1.73) An incorporated public library must contract with the county to receive financial support.

- County Librarian's Certificate. The librarian must satisfy the requirements necessary to receive a County Librarian's Certificate. (Rule 1.78)

- Telephone. The library must have a telephone with a listed number. (Rule 1.83)

- Operating Budget. The library must have local expenditures or a current local operating budget of $5,000 or an amount per capita, as outlined in Rules 1.74 and 1.81, of the Texas Library Systems Act and Rules for Administering the Library Systems Act, whichever is greater.

  For the purposes of determining the required financial support, all persons residing in the county must be counted. The library's population served will be based on the most recent decennial census or official population estimate of the U.S. Bureau of the Census, as determined by the Texas State Library.

- Minimum tax support. The county must agree to appropriate and expend from county funds one-half of the annual operating expenditures required to meet system membership accreditation (Rule 1.77), or $2,500 whichever is greater. Local tax support may be in cash or in-kind. It is important to note that if the library's only source of income is from the county, then the amount of county support may need to be increased to the minimum level operating budget described above.

Consulting Assistance

Consulting assistance is available during the grant application period from the library system coordinator in your region and from the Grants Coordinator, Richard E. Getz at the Texas State Library, (512)463-5532. You are strongly encouraged to consult with the Grants Coordinator early in the process to identify and resolve problems and to increase the chances of having your grant approved. On-site visits by the Grants Coordinator are highly desirable.

Establishment Grant Project Reports

Establishment Grant libraries are required to file semiannual Establishment Grant Project Evaluation Reports and Establishment Grant Uniform Statistical Reports. The reports will cover 1) overall objectives of the project, 2) summary of project results, 3) specific project objectives, 4) specific project results, 5) identification of services to the disadvantaged, and 6) significant project developments. The annual Project Evaluation Report will be submitted to Washington. Forms and instructions will be provided for participants to use in submitting reports.

While the deadline for filing Uniform Statistical Reports is March 25, 1993 and September 24, 1993, we request that the reports be filed by March 5 and September 6, if possible, so that the information they contain may be included in our reports to the state legislature.

If library material ordered with grant funds is received after the end of the grant year, a final Uniform Statistical Report may also be due covering receipt of those materials. Failure to file reports when due may result in grant suspension.

Reporting Period	Due Date	Type of Report
9/1/1992 - 2/28/1993	3/05/1993	Uniform Statistical Report, if possible, otherwise by 3/25/1993
	3/25/1993	Project Evaluation Report and Uniform Statistical Report
3/1/1993 - 8/31/1993	9/06/1993	Uniform Statistical Report, if possible, otherwise by 9/24/1993.
	9/24/1993	Final Project Evaluation Report and Uniform Statistical Report
9/1/1993 - 10/31/1993	10/31/1993	Final Uniform Statistical Report, if necessary

Timetable

A schedule of key events and dates is included in Appendix D.

HOW TO APPLY

Notice of Intent

All applicants intending to apply for an Establishment Grant in either the first or succeeding years must submit a Notice of Intent (Appendix A), signed by the County Judge. The Notice must be received by the end of the business day (5:00 p.m.) on April 1, 1992 at the Texas State Library. The Notice confirms the intent to apply for a grant and the intent of the county to provide sufficient funds to satisfy grant requirements. Notices submitted by telefacsimile must be received by the same deadline, and in addition the signed original of the Notice must be mailed bearing a postmark no later than April 1, 1992.

Application Documents

Use the Checklist found in Appendix E to help ensure that all documentation is forwarded. Applications and accompanying documents must be received by the end of the business day (5:00 p.m.) on June 1, 1992 at the Texas State Library. Applications submitted by telefacsimile must be received by the same deadline, and in addition the signed original and two copies of the application must be mailed bearing a postmark no later than June 1, 1992.

A library must submit or have on file at the Texas State Library:

- Legal establishment document, which establishes the library as a city, county or incorporated library.
- HEW-441 form (enclosed)
- County Librarian's Certificate application (enclosed)
- Contract with the county to provide library service, if applicable.

If the library is a:	Then You Must Submit:
city library	a contract between the city and county
county library receiving municipal funding	a contract between the county and city (cities)
inter-local cooperative library	contract(s) establishing the inter-local cooperative
non-profit library receiving county, municipal, or school district funding	contracts between the non-profit library, county, city(ies), or school district(s).

- Official Application found in the Grant Application Forms and Instructions section of this mailing.

  The official application consists of three documents:

  - Application for State/Federal Assistance
  - Budget Information

    An approved itemized budget must be submitted which identifies anticipated expenditures from LSCA, local tax sources, and other local funds. Projected library budget expenditures must satisfy the amount required by Rule 1.81; projected expenditures of local tax funds must satisfy the amount of local tax support required by Rule 1.77, or $2,500 whichever is greater.

    It is expected that grant funds will be used primarily to assist the library in meeting those system membership criteria in which it may be deficient, before using the funds for other purposes.

    An Establishment Grant will not be awarded until the Texas State Library receives written verification, in the form of an approved budget, that the required amount of funds for the first year has been appropriated by the county.

    All in-kind support must be documented, showing the amount, method of calculation, and source.

  - Prior Approval Costs

- Program narrative, following the outline in Appendix C.

- Annual Report/System Membership Application (enclosed)

- Librarian's job description

Deficient Applications

If an Application for Assistance is judged inadequate, the application will not be approved and will be returned with deficiencies noted. Applicants who are not approved will have an additional 30 days to remedy the deficiencies identified by the State Library, provided that grant funds are still available.

Applicants who fail to receive a grant may reapply the following year. Reapplications for initial funding will be subject to the requirements and judged by the criteria pertaining to a first year grant at the time of reapplication. If reapplication is made in the year following the initial application, local tax support received during the period of the original grant application will not disqualify the applicant from being considered for a first year grant.

GRANT EVALUATION CRITERIA

Establishment Grants are awarded on a competitive basis. A number of factors will be considered, including, but not necessarily limited to, these evaluation criteria:

- Financial support and system membership.
- Prospects for continued financial support.
- Prospects for meeting all system membership criteria by the end of the grant period.
- Qualifications of personnel responsible for managing the grant.
- Quality of the application and project planning.

The Texas State Library reserves the right, based on an assessment of the above criteria, to decline to award grant funds to eligible libraries submitting applications even if available funds for this program go unawarded.

SECOND and THIRD YEAR FUNDING

Libraries successfully meeting the requirements of a first year Establishment Grant may apply for a second or third year grant. Second or third year funding will be awarded on the same basis as first year funding.

Criteria of Eligibility

To qualify for second or third year funding, the library must continue to satisfy:

- system membership criteria
- operating budget criteria
- tax support criteria

  It is important to note that if the library's only source of income is from the county, then county tax support may need to be increased to the minimum level operating budget described in Rules 1.74 and 1.81.

- verification of expenditures

  Second and third year Establishment Grant funding will be subject to verification that the required tax and other funds were actually expended for the purposes of the grant in the required amounts.

  The Annual Report, which is due within 90 days after the end of the library's fiscal year but no later than April 30, will be used to verify the level of expenditures of tax and other funds for the preceding year.

  Accuracy of the Annual Report will be subject to subsequent independent audit verification of local library expenditures. In-kind local contributions, if claimed, will also be subject to independent audit verification. Grant recipients should keep careful accounting records of all expenditures.

If local expenditure levels for the preceding year fall below the required level, the current year grant will be terminated. All funds received under this grant must be refunded to the State Library.

How to Apply for Second and Third Year Funding

The application process includes the following:

- Notice of Intent (Appendix A) is due at the Texas State Library by the end of the business day (5:00 p.m.) on April 1. Notices submitted by telefacsimile must be received by the same deadline, and in addition the signed original of the Notice must be mailed bearing a postmark no later than April 1, 1992.

- Application and accompanying documentation is due at the Texas State Library by the end of the business day (5:00 p.m.) on June 1. Applications submitted by telefacsimile must be received by the same deadline, and in addition the signed original and two copies of the application must be mailed bearing a postmark no later than June 1, 1992.

  The official application is found in the Grant Application Forms and Instructions section of this mailing, and consists of three documents:

  - Application for State/Federal Assistance

  - Budget Information

    An approved itemized budget must be submitted which identifies anticipated expenditures from LSCA, local tax sources, and other local funds. Projected library budget expenditures must satisfy the amount required by Rule 1.81; projected expenditures of local tax funds must satisfy the amount of local tax support required by Rule 1.77, or $2,500 whichever is greater.

    It is expected that grant funds will be used primarily to assist the library in meeting those system membership criteria in which it may be deficient, before using the funds for other purposes.

    All in-kind support must be documented, showing the amount, method of calculation, and source.

  - Prior Approval Costs

- Program Narrative, following the outline in Appendix C.

- Updated Job Description of head librarian. The head librarian must hold a current County Librarian's Certificate. If a new person assumes the responsibilities of head librarian after initial approval of the grant award, he or she must either have, or obtain a County Librarian's Certificate.

ATTACHMENTS

Appendix A:	Notice of Intent
Appendix B:	System Membership Criteria
Appendix C:	Program Narrative Outline
Appendix D:	Timetable
Appendix E:	Checklist

Appendix B

SYSTEM PLAN OF SERVICE GUIDELINES

SFY 1993

Library Development Division
Texas State Library
November 1991

GUIDELINES FOR SFY 1993 SYSTEM PLANS OF SERVICE

November 1, 1991

DEADLINE

The Texas State Library has prepared the following guidelines for major resource system funding in state fiscal year 1993. Rule 1.44 of the Library Systems Act requires that system plans of service be submitted 150 days prior to the beginning of the state fiscal year with certification of approval to be granted 60 days prior to the beginning of the state fiscal year. In accordance with Rule 1.44 we are requesting that plans of service for 1993 be submitted by April 1, 1992.

GRANT ALLOCATIONS

Appendix A of these guidelines contains the funding allocation for each of the ten systems based upon the approved agency Biennial Budget Proposal for SFY 1992-93. This estimated funding is at Level 2.

CONFORMITY TO THE BIENNIAL BUDGET

The agency Biennial Budget Proposal for 1992-93 contained funding requests based on submissions from the ten systems in the spring of 1990. The guidelines issued to systems for their biennial plans on October 2, 1989 indicated that "as in previous biennia, this biennial budget will be binding." The criterion which the State Library will use in judging conformity of the SFY 1993 plan to the system biennial budget will be based on the statistical targets set for each system in the biennial budget. In order to conform to the biennial plan, standardized objectives in the SFY 1993 plan should be within ± 10% of Level 2.

Appendix B, Performance Targets for Regional Systems, provides performance targets based on the biennial plans submitted by each system. Because the system grant is at Level 2, you should keep your 1993 performance measures within ± 10% of Level 2 as shown in your Biennial Budget.

APPLICATION FOR STATE/FEDERAL ASSISTANCE

The Application for State/Federal Assistance is the form which contains the authorization from the city administering the system program. Please insure that the form is signed by the city manager, mayor, or other official of city government who is empowered to enter into agreements binding upon the municipality serving as the Major Resource Center. The signature must be an original, photocopies will not be accepted.

For System Operation Grants, Block 3 is not applicable. All systems will indicate state and federal in Block 6, "Proposed Funding."

BUDGET INFORMATION

Enclosed with your Plan of Service guidelines is a diskette which contains:

1. Budget Information Form
2. Personnel Form
3. Uniform Statistical Report
4. Local/System Objectives Report

The Budget Information Form is a spreadsheet which contains your SFY 1992 contract budget. To provide us with SFY 1993 budget information, please update the spreadsheet by entering the numerical data for each program the system will operate in SFY 1993. If you are initiating a new project or not funding a current project, simply add or delete projects as necessary. As in the past, system projects are standardized and are identified on pages 4, 5, and 6 of these guidelines.

Personnel and Fringe Benefits

Please submit the Personnel Form labeled as Appendix G. You may enter all personnel information on the form provided on diskette. This form must identify each person whose salary is paid in whole or part from grant funds, their classification level and official job title, the base salary, the percentage of salary paid from grant funds, and the amount paid in fringe benefits by specific category (e.g., life insurance, health insurance, social security, retirement, etc.). Salary and fringe benefit information should include any known and anticipated salary, merit, or longevity increases for fiscal year 1993 (September 1, 1992 to August 31, 1993). All salary, merit, or longevity increases should be reported as base salary.

Furnish the State Library with a copy of the organization chart showing the relationship of all system personnel to the Major Resource Center and to other system staff. Include for each position a current job description which comprises job duties and educational requirements or experience equivalents.

Travel

Please note that the following meetings will be held during the fiscal year, for which attendance is entirely optional. These meetings will be held in Austin unless otherwise noted. There will be three one-day system coordinators' meetings in Austin. Additionally one-day meetings of automation, media, collection development consultants may also be included in the budget. This information is provided to assist you in budgeting travel costs. You are not required to itemize travel costs. Please note that State Library travel policies allow for travel to be budgeted for grant project personnel only. Travel costs for System Advisory Council members may be paid from grant funds for advisory council meetings and conferences. Grant funds may be used for travel only when such travel is directly related to grant activities.

Equipment

Itemize all anticipated equipment purchases by grant project including the budgeted price for each item. Equipment for member libraries may no longer be budgeted in the Collection Development Project. All data processing equipment for member libraries should be budgeted in the Automation Project; film projectors in the film project, etc. Equipment for member libraries which is not in support of another system project should be budgeted in the new

Technological Support Project. When it is not clear whether a budgeted item will be considered equipment or not, systems must adhere to criteria in use at the MRC.

Please total the amounts by project, in addition to providing a total for all projects. Equipment items costing over $300 will be subject to the prior approval procedures contained in Appendix B of the *Procedures Manual: A Guide to Uniform Grant and Contract Management Standards*. If approved, this equipment will be itemized in the original systems operation contract between the State Library and the Major Resource Center.

Data processing equipment may require submission of additional documentation in order to receive prior approval (see pages 10-11, Guidelines for System Automation Projects). Systems are encouraged to submit this documentation with their Plan of Service.

Supplies

Itemize for each grant project the amount budgeted for 16mm films, printed library materials, other audio-visual materials (excluding films), and supplies. Please total the amounts by project, in addition to providing a grand total for all projects.

For the Collection Development project, provide a copy of the formula by which printed library materials will be allocated to member libraries. Also include the amount of funds budgeted per library for collection development in SFY 1993.

For the Technological Support project, if any, provide a copy of the formula by which equipment will be allocated to member libraries. Also include the amount of funds budgeted per library for technological support in SFY 1993.

Contractual Services

All professional service contracts must have the prior approval of the Texas State Library before expenditure of grant funds may be made. Include an itemization of all anticipated contractual service expenses by project. These will include professional services as well as other contractual services. The professional services listed, if approved, will be itemized in the grant agreement between the Texas State Library and the Major Resource Center. Automatic data processing services require additional documentation before prior approval can be granted.

A contract amendment will be necessary to obtain approval for professional services not included in the grant agreement. You are not required to identify the individual or firm providing the service. Identifying the workshop topic, for example, is sufficient for securing prior approval by this agency. Your itemized list of contractual services should give the total amounts by project, in addition to providing a grand total for all projects.

Indirect Charges

Indirect charges may be charged to the grant at the rate currently stipulated in the city's indirect cost plan. Please indicate the basis or rate used to compute the indirect charges on the Budget Information Form. Indirect charges must be allocated to each grant project.

PROGRAM NARRATIVE

A program narrative is to be provided for each system project. Please use standardized project categories when subdividing the system plan into projects. A program narrative must be provided for each project category listed on the Budget Information Form. In some instances systems may wish to further subdivide the standardized project categories, e.g., "Resource Sharing Services." However, it will not be acceptable for systems to combine any of the following standardized project categories:

a. Administration
This project may include the coordinator, assistant coordinator, and any other professional and clerical staff engaged in general planning, budgeting, grant administration, personnel management, and evaluation. Additional system overhead expenses (e.g., telephone, audit, general office supplies, etc.) which cannot be specifically assigned to other projects are part of Administration. This project should include travel costs for System Advisory Council members.

b. Audiovisual Services
This project should include all costs directly associated with the provision of system film and videocassette services including salaries and fringe benefits, purchase or rental of films and videocassettes, equipment, supplies, postage, etc. Please note that there will no longer be separate film or videocassette projects as in previous years.

c. Automation
This project encompasses a broad range of activities including purchase and operation of shared automated systems, planning studies, microcomputer literacy projects, and retrospective conversion projects. Purchase of automation equipment to support other system projects (e.g., office micro for system Administration project, an automated film booking system for the Audiovisual Services project, CD-ROM reference equipment for Collection Development) should be budgeted under those projects. For additional information see pages 10-12, Guidelines for System Automation Projects.

d. Books-by-Mail
This project should include all costs directly associated with the provision of books-by-mail services to the homebound, rurally isolated, etc., including salaries and fringe benefits, books, supplies, and contractual services. Books-by-Mail projects to unserved counties should be budgeted in the Unserved Counties project. Books-by-mail services to both unserved counties and served counties will need to be divided into two cost centers (Unserved Counties, Books-by-Mail).

e. Collection Development
This project should include all costs directly associated with providing collection development services for system libraries, including salaries and fringe benefits, library materials, equipment, cataloging and processing costs, supplies, etc. Equipment for member libraries which is budgeted in this project must be essential to the use of library materials (for example, microfiche readers and CD-ROM reference equipment.) Other equipment which will be used by the system office in support of this project may be included here. Do not include the cost of library materials purchased to support other system projects (for example, Resource Sharing or Literacy projects).

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Do not include costs associated with consulting activities related to collection development (for example, collection evaluation); include these costs in the Consulting project.

f. Consulting
This project should include all costs directly associated with system consulting activities - telephone, mail, and on-site. System staff engaged in specialized consulting activities should have an appropriate portion of their salaries and fringe benefits budgeted under Consulting. These activities would not include providing advice or information specifically related to system projects (e.g., providing a list of films on a specific subject). Consulting does include such things as collection evaluation, library facility evaluation, assistance with local automation planning, grant applications and local budget requests, assistance with local cable programming, etc. Consulting services to unserved counties should be included in the Consulting project, not the Unserved Counties project. Systems which employ non-system personnel to provide consulting services should include that cost in the Consulting project. Also included in this project are professional library science materials used by system staff or loaned to member libraries. Library science materials purchased for member libraries are included in the Collection Development project. All costs relating to the production and distribution of the system newsletter should be budgeted under Consulting (not under Administration as in previous years).

g. Continuing Education
This project should include all costs directly associated with system continuing education activities. These costs would include salaries and fringe benefits of system staff, workshop presenter costs, staff travel, supplies, printing, etc.

h. Limited English-Speaking Services
Costs associated with activities designed to improve library services to the limited English-speaking are assigned to this project. Some examples of costs that would be included are: Spanish language book circuits, special projects to purchase library materials for the limited English-speaking, support for English-as-a-Second-Language (ESL) instruction in system libraries, publicity campaigns targeted at the limited English-speaking to encourage them to utilize local library services. Workshops or consulting services in this area should be included in the Continuing Education or Consulting projects.

i. Literacy
This project encompasses all costs directly associated with system support of literacy training efforts in system libraries including salaries and fringe benefits, library materials, printing and supplies, equipment, etc. Support for ESL training should be included in the Limited English-Speaking Services project. For additional information on system literacy projects, see pages 9-10, Guidelines for System Literacy Projects.

j. Publicity
This project should include all costs associated with system efforts to publicize system activities and local library activities, including salaries and fringe benefits, printed materials, professional services, supplies, equipment, etc.

k. Resource Sharing Services
This project includes print and non-print extension loan collections and circuits. Costs directly associated with these activities may include salaries and fringe benefits, library materials, postage, supplies, etc. Do not include Spanish language, film, videocassette, or large-print book circuits, or books-by-mail.

l. Services to Older Adults
This project should include all costs associated with projects designed to improve library services to the elderly. Examples of costs assignable to this project are: large print book circuits, support for special outreach projects to nursing homes, publicity campaigns targeted at the elderly to encourage them to utilize local library services, etc. Workshops or consulting services in this area are included in the Continuing Education or Consulting projects.

m. Technological Support
This project includes all costs directly associated with system support of technological improvements (that is, equipment) in local libraries which are not included in other projects. For example, film projectors purchased for local libraries should be included in the Audiovisual Project; equipment for literacy programs in the Literacy project, equipment for CD-ROM reference sources in Collection Development, etc. Systems may no longer budget equipment for local libraries in Collection Development unless it is essential to the use of library materials, for example, microfiche readers and CD-ROM equipment. Data processing equipment and software for local libraries cannot be included in this project; they must be budgeted in the Automation project. Systems which have been allowing local libraries to use a portion of their collection development allocation to purchase equipment can continue to use the same formula to allocate funds to individual libraries, but must budget the money in the appropriate project.

n. Unserved Counties
If a system opts to provide direct library services (e.g., books-by-mail) to unserved counties within their system, costs associated with such services are included in an Unserved Counties project. Consultation to develop library services in unserved counties, in the absence of direct service provision, should be fully described and budgeted in the Consulting project. Books-by-Mail projects which do not serve unserved counties should be budgeted under Books-by-Mail.

Any system project that does not fall into one of the standardized project categories should be treated as a separate project (e.g., Reference Back-up, Interlibrary Loan Services, etc.).

The following information must be included in the program narrative.

I. **Objectives and Need for This Assistance**. State the objective of the given project clearly and succinctly, in one or two sentences at most. Then relate that objective to a demonstrable need. Cite data when possible to document the need (census data, collection evaluation data, data from TSL's analysis of public library annual reports).

II. **Results or Benefits Expected.** How will library services to citizens in your region be improved as a result of this

Approach.

a. Plan of Action: Under this section you should state clearly how you will carry out your objective. This description may be brief, but it must not omit important details concerning project implementation. Any important cost data not provided in other parts of your Plan of Service should be listed here. A description of the timeline for implementing the project should be given. If the project has been carried over from prior years, how will its implementation differ in the coming year? Has the funding increased or decreased? Have the guidelines, policies, or procedures you will use in implementing the project changed from prior years?

If so, copies of revised guidelines should be attached to the narrative. If changes are proposed, including the proposed changes in your Program Narrative will eliminate the necessity of having to request a scope change after the proposals are adopted.

b. Project Accomplishments: Every program must have specific objectives for SFY 1993. If the objectives are fully covered by the Uniform Statistical Report, then there is no need for additional objectives on the Local/System Objectives Report. If the program is not covered by the Uniform Statistical Report, a Local/System Objectives Report must be submitted. In the project narrative you may simply reference the Uniform Statistical Report and Local/Systems Objectives Report. See page 1 of these guidelines "Conformity to Biennial Plans" for more information about system objectives for SFY 1993.

c. Evaluation Criteria: Briefly indicate how you will know when your project objective is achieved. Include any data collection instruments you may use to collect data on project performance.

d. Project Personnel: Indicate the titles of system staff members assigned to the project and the percentage of their time that will be devoted to the project (e.g., ".25 person/years"). Any other personnel utilized in the project (MRC staff, temporary staff, consultants) must be identified. If these persons will be directly compensated from system funds, a description of the time they will devote to the project, and the rate of compensation must be included.

III. **Geographic Location**. The geographic location of the project may be all of the member libraries, members and non-members, or some subset of the libraries in the region. In the latter case, you should provide a list of participating libraries, if this has been determined. Include under this section an estimate of the population that will be impacted by the project. This may be the entire population served by system member libraries, the population served by members and non-members, or the estimated population comprising some special group within the system which are potentially impacted by the project.

Systems should be aware that the narrative portion of their plans of service will be forwarded to the Department of Education. System projects which, in whole or in part, address LSCA priorities should make clear the services being provided to disadvantaged populations, limited English-speaking populations, the elderly, unserved populations, etc. Narratives should be brief and concise while not omitting any information important to an understanding of the system service being described. Appendix J provides a sample program narrative.

Automatic data processing services require additional documentation before prior approval can be granted. In order to obtain prior approval for data processing equipment or services needed for major system automation projects, systems must submit a more detailed program narrative than may be necessary for other projects (see pages 10-12, Guidelines for System Automation Projects).

STANDARD ASSURANCES

Each governing authority of a Major Resource Center must also certify their compliance with the Standard Assurances. You are not required to return the Standard Assurances. When the Application for State/Federal Assistance is executed, the city official is certifying that the city will comply with the Standard Assurances if the requested funds are awarded.

GENERAL GUIDELINES

1. In conducting the system grant program during SFY 1993, the following documents will dictate all administrative policies: the Library Systems Act, Rules for Administering the Library Systems Act, The Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments, Office of Management and Budget Circular A-87, "Cost Principles for State and Local Governments."
2. Each Major Resource Center must also submit with the 1993 Plan of Service the following:

    - A Certification of Review by the System Advisory Council which has been signed by the chairman of the System Advisory Council. A blank copy of this form is enclosed as Appendix F. These forms will need to be filed with the State Library with each budget revision or project scope change made during SFY 1993, in adherence with the *Rules for Administering the Library Systems Act.*

    - Documentation of the participation of the system advisory council, system member librarians, and lay representatives in the process of planning for these programs must be included. Please attach minutes of recent meetings if not already on file with the Texas State Library. Please attach copies of any surveys or questionnaires which were used and tabulated responses.

3. Only original signatures will be accepted on the Application for State/Federal Assistance and on the Certification of Review form. Photocopied signatures are not acceptable.

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4. The various components of the System Plan of Service should be submitted in the following order:

   Certification of Review by System Advisory Council
   Table of Contents
   Application for State/Federal Assistance
   Contract Spreadsheet (Budget Information)
   System Personnel Form
   Organization Chart(s)
   System Personnel Job Descriptions
   Itemization of Equipment Purchases by Project
   Itemization of Supply Purchases by Project
   Itemization of Contractual Service Purchases by Project
   Collection Development Allocation Formula
   Collection Development Allocation by Library
   Program Narratives
   Uniform Statistical Report for Regional Systems
   Local/Systems Objectives Report
   Copies of Revised System Policies and Procedures
   Documentation of Participation by System Advisory Council, Member Librarians, and Lay Representatives

5. Please number the pages of the Plan of Service. Please do not staple or bind together the pages in any way. Please do not submit copies of system policies or procedures that are identical to documentation submitted with the current year Plan of Service. (Exception: The Collection Development Allocation Formula must be submitted each year). A table of contents page should be submitted with the document.

6. Systems should make every effort to submit Plans of Service by the deadline stipulated in Rule 1.44 of the Library Systems Act. If circumstances occur which are likely to cause the Plan to be delayed more than a week beyond the deadline, systems should make a written request for a deadline extension. The Application For State/Federal Assistance may be submitted late, if necessary to obtain the signature of the city official. The need to forward this form at a later date should be noted when the rest of the Plan is submitted.

GUIDELINES FOR SYSTEM LITERACY PROJECTS

In addition to the foregoing guidelines, the following additional guidelines apply to system literacy projects (including GED preparation, other adult basic education) and to system ESL projects:

1. The State Library defines the target group for literacy or ESL training as:

   - Persons aged 16 or older; AND
   - has not completed high school, OR
   - does not read or comprehend or write English or compute at a level necessary to meet the complex requirements or adult living.

2. It is intended that the system project(s) support training in member libraries by:

- Assisting the local library to identify appropriate outside agencies who will be willing to offer classes and/or tutoring in the local library;
- Purchasing consumable learning materials for the local library;
- Developing the support collections of the local library by helping to select and purchase appropriate support materials;
- Assisting with the purchase of equipment, displays and other items necessary to support the training activity;
- Assisting the local library in promoting the project using brochures, radio and television spot announcements, press releases, etc.

3. It is not intended that the system pay the wages of literacy or ESL tutors. This may be acceptable, however, in instances where it is clearly demonstrated that other agencies are unavailable or unwilling to undertake the training effort in the local library. In these instances, it would be preferable to use system funds to sponsor tutor training sessions in which trainers would be compensated for their services by the system. In cases where this is not possible, permission may be requested to use system funds to pay tutors' wages. Such a request must indicate the means by which tutors' services will be verified, and the mechanism by which tutors will be compensated. Accompanying the request must be written documentation of the inability of local agencies to provide tutors for the library project.

4. If the system will be awarding minigrants, or using a proposal-based approach, the project narrative must include the guidelines, time-table, and criteria for awarding the grants. The application form that will be used should be provided as an attachment. Copies of all approved proposals must be filed with the State Library, preferably with the Plan of Service.

5. Literacy or ESL workshops for librarians should be budgeted under the Continuing Education project as opposed to the Literacy or Limited English-Speaking Services projects. However, tutor training sessions or similar training sessions are budgeted as part of these projects.

GUIDELINES FOR SYSTEM AUTOMATION PROJECTS

All automation projects supported by any System funds must meet the Project Leadership Library Automation Standards for Texas. Projects that use computers for applications that do not create and maintain a bibliographic data base are exempt from the standards. Examples of exempt uses include standard office and accounting functions such as word processing, desktop publishing, and spreadsheets; and reference materials on CD-ROM or online.

1. Systems funding projects which are not exempt from the Library Automation Standards for Texas must have a five year long range automation plan as specified in the Standards. Individual libraries participating in system automation projects must also have five year automation plans. The current plans for the system and all participating libraries must be submitted with the Plan of Service.

2. The types of automation projects which systems may provide include, but are not limited to, assistance to individual libraries, union catalogs, current cataloging and retrospective conversion assistance, and microcomputer assistance.

- All assistance to individual library automation must be funded in the Automation Project, including purchases of hardware, software, and professional services for existing automation.

- Systems funding union catalog projects must require resource sharing among the participating libraries. This may include the interlibrary lending of materials and sharing bibliographic records for cataloging, or reciprocal borrowing.

- Systems which assist member libraries with current cataloging projects must ensure that records meet the Automation Standards. Records produced in machine readable form must be stored and maintained so that they can be used in a future automated system with minimum additional processing.

- Systems which assist member libraries in retrospective conversion may do so only when the member library will be using the records in an automated system within the next fiscal year.

- Systems which purchase microcomputers for member libraries should ensure that it will not be used for applications which do not meet the Automation Standards.

3. The following information should be submitted with the program narrative or in other parts of the Plan of Service. Failure to provide sufficient information in the Plan of Service for an Automation Project may be grounds for disapproval. This information includes:

   - A demonstration of the need for the project.

   - A detailed description of the approach to be used to meet the need, including a detailed plan of action, project timetable, staffing requirements, and participant list.

   - A detailed project budget, including funding from the system grant and from member library participants.

   - Detailed and comprehensive performance measures for the project, including standardized and local objectives.

4. If the system will be awarding minigrants, or using a proposal- based approach, the project narrative must include the guidelines, time-table, and criteria for awarding the grants. The application form that will be used should be provided as an attachment. Copies of all approved proposals must be filed with the State Library, preferably with the Plan of Service.

5. More specific information that must be included in the Plan of Service for an Automation Project involving the use of a shared automated library system is as follows:

   - Which system member libraries will have or be receiving terminals in connection with the project. How many terminals will be at each location and what will their primary function be (e.g., circulation, online catalog, acquisitions, etc.)?

- What will the staffing requirements of the project be, including system-funded staff positions, and staff positions funded by participating libraries or otherwise?
- How will the project costs be allocated between system funds and local funds for participating system libraries?
- How do the performance objectives provided on the Standardized Reporting form break down by participating system library?
- What contractual and other agreements will govern the system libraries' participation in the project (e.g., Memorandum of Understanding)?

6. For other guidelines pertaining to the prior approval of data processing equipment or services see Appendix B of the *Procedures Manual: A Guide to Uniform Grant and Contract Management*

CONTACT PERSON

Specific questions relating to the Guidelines for SFY 1993 System Plans of Service should be referred to:

Lisa deGruyter, Manager
Library Systems and Networks
Library Development Division
(512) 463-5534

APPENDICES

Appendix A: System Grant Allocation for SFY 1993
Appendix B: System Performance Targets for SFY 1993
Appendix C: List of State Vendor Identification Numbers
Appendix D: Uniform Statistical Report and Instructions
Appendix E: Local/System Objectives Report
Appendix F: Certification of Review by the Advisory Council Form
Appendix G: Personnel Form
Appendix H: Application for State/Federal Assistance
Appendix I: Sample, Budget Information Form
Appendix J: Sample, Program Narrative

GUIDELINES FOR INTERLIBRARY LOAN CONTRACTS

SFY 1993

Library Development Division
Texas State Library
December 1991

GUIDELINES FOR FY 1993 INTERLIBRARY LOAN CONTRACTS

REQUIRED DOCUMENTS

The following standard forms must be submitted as parts of your interlibrary loan grant:

1. Application for State/Federal Assistance, (Appendix A)
   In effect, this is the authorization for application from the city administration. Instructions for completing this form are on the back of the form.

2. Assurances, (Appendix B)
   Each city must certify compliance in its application with the Assurances -- Non-Construction and State Supplemental Assurances. These assurances are mandated by both state and federal governments. The certification is accomplished when the Application for Assistance form is signed.

3. Debarment Certification, (Appendix C)
   This certification is required by the federal government. The back of the form provides directions for completion.

4. Personnel Cost Estimates, (Appendix D)
   Provide complete details for each interlibrary loan employee. Show their current job title, their pay group and step in the city classification system, and whether they are a full time or part time employee. Salary and fringe benefit information should include the best known estimate of anticipated salary, merit or longevity increases.

   Please check with the appropriate city office to obtain their best estimate of the cost of living pay increase which is anticipated for local fiscal year 1993. Use this percentage in computing the expected salary. Please submit written documentation from the city office generating the estimate if the cost of living increase exceeds 3 percent.

   If you are requesting any job reclassifications, you should show the current and requested job titles. In a separate narrative, you should fully explain the reclassification request, showing how it will improve the project objectives.

   Personnel

   (1) For each position funded by the grant, include a current job description which includes job duties and educational requirements or experience equivalents.

   (2) Please include your city's official pay schedule showing the steps and amount of salary for library positions.

   (3) Please include a written statement that describes your library's policies regarding both "step" increases and merit raises.

5. Expenditures for First Five Months of SFY 1992, (Appendix E)
This form can be used to supply the requested information on certain expense categories. If your accounting system can supply the actual expenditures, use those figures. If your accounting system cannot supply this data, please use your best estimate of the five month costs.

You should note any extraordinary expenditure pattern (for example, purchasing postage, supplies or printing for the whole year during the first five months).

6. Estimates of Funds Needed For Fixed Expenses, (Appendix F)
You may use this form to supply your best estimate of the following costs for 1993:

   a. **Audit**: To assist in projecting this cost, enter the actual cost of your FY 1991 audit, if known. If the 1990 audit cost is not yet known, simply estimate your 1992 cost.

   b. **Equipment Service Contracts**: Contact your maintenance contractors to get their estimate of the cost of service agreements for 1993. Show the quantity and type of equipment and cost.

   c. **Membership Fees**: Estimate the costs of institutional membership in local or state consortia. Identify each of the consortia and describe the membership benefits that will be received. If other departments at the library receive benefits from the membership, identify the percentage of membership to be charged to the interlibrary loan contract.

   d. **Travel**: Estimate your 1993 travel costs for the trips indicated.

   e. **Capital Purchases**: Identify the items of capital equipment you wish to purchase. To purchase any capital items, you must follow the formal procedures necessary to receive prior approval.

   f. **Other Expenses**: Identify other items or services that you need. Explain these in the narrative section of your application.

   g. **Indirect Charges**: Indirect charges may be charged to the grant at the rate currently stipulated in the city's indirect cost plan. If the city does not have an indirect cost plan, then indirect charges must be based on the Governor's Office Indirect Cost Computation Table. Please indicate the basis or rate to be used.

7. Program Narrative.
This application requires a narrative description of the program of service. In your narrative you should discuss and possibly revise your service goals. Describe any problems you are encountering and how you plan to solve them. If you propose new services or different approaches, explain and justify them fully. If you plan to perform specific activities, such as conducting consultation visits or workshops, you should identify them. If you wish to propose a reduction and reorganization of your staffing levels, include it in this section. The scope of the interlibrary loan program is limited to taking and filling requests, in accordance with the Interlibrary Loan Referral Center Operations Manual, and performing necessary administrative tasks. Your program narrative should indicate that ILL contract staff are not performing any activities that are part of the program of service of the system grant or the local library (e.g., the MRC). Such activities, will be considered outside of the scope of this interlibrary loan contract, and include those paid for by the system grant or your local library to which ILL staff regularly devotes time during their normal working hours.

Examples of such prohibited activities are: choosing and ordering materials for a system's "fast-fill" project; serving on system or local library committees not related to ILL; working at a public service desk; packaging and mailing system materials; answering system telephone calls; preparing detailed acquisition recommendation lists; working on library association functions; planning social activities; providing instruction in the use of the library; conducting library tours; compiling bibliographies of holdings; and training non-ILL staff on OCLC.

Activities such as writing a short newsletter column or attending some system meetings are considered as interlibrary loan activities since their purpose is to communicate with the client group. Those activities which are administrative in nature (e.g., attending staff orientation meetings, preparing statistical reports, taking vacation or personal leave, and filling out personnel forms) are considered within the scope of the contract since they are the general activities which must be undertaken by employees in most cities.

In addition, activities which are designed to communicate problems, trends and issues to system or local library staff (e.g., passing along topics or titles to collection development staff for purchase; notifying technical services of problems encountered with OCLC records; briefing system consultants on your impressions of a particular library) are considered within the scope of the contract as long as the ILL staff are not expected to provide detailed or complex assistance.

In summary, it is important to recognize that your narrative description will be used as your statement of the "scope" of this grant. Only if the State Library approves your scope, will you be authorized to perform the specified activities. Any other activities will be outside the scope of the project and must receive our official approval before they are undertaken. You may wish to review the section of the grant procedures manual dealing with scope changes (pages 32-33).

LIBRARY SERVICES AND CONSTRUCTION ACT
TITLE I

PUBLIC LIBRARY SERVICES FOR DISADVANTAGED POPULATIONS GUIDELINES
SFY 1993

Library Development Division
Texas State Library
September 1991

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Application Checksheet
Program Narrative/Project Identification Form

FISCAL YEAR 1993

TIMETABLE
for
Public Library Services for the Disadvantaged Populations Grants

September, 1991	Announcements mailed. Public Libraries request guidelines.
February 15, 1992	Submit draft proposal for staff review, if written response is desired.
March 15, 1992	Applications due at the Texas State Library by 5:00 p.m.
April 1, 1992	Staff comments sent to applicants.
April 15, 1992	Response to staff comments returned to State Library.
May, 1992	LSCA Advisory Council meeting: proposals presented to the Council for review & recommendation.
June, 1992	Applicants notified of staff recommendations to Commission.
June-July, 1992	Texas State Library and Archives Commission approves grant awards.
September 1, 1992	Projects begin.
December 28, 1992	Financial Status Report due at Texas State Library.
March 25, 1993	Financial Status Report, Semi-Annual Evaluation Report and Uniform Statistical Report due at the Texas State Library.
June 25, 1993	Financial Status Report due at Texas State Library.
August 31, 1993	Projects end; all services completed; all funds obligated.
September 25, 1993	Financial Status Report, Final Evaluation Report and Uniform Statistical Report due at the Texas State Library.
October 31, 1993	Final Financial Status Report and Grant Refunds or Grant Payment Requests due at the Texas State Library.
	Final Audit Report - 180 days following close of local fiscal year.

NOTE: Please submit Semi-Annual Uniform Statistical Report form by the first week in March and the Annual report by the first week in September.

INTRODUCTION

Public Library Services for Disadvantaged Populations is a grant award program administered by the Texas State Library and funded by Library Services and Construction Act (LSCA) Title I.

The federal government grants Title I monies to states to develop a variety of public library services, among them services to people who do not often use the library and whom the LSCA describes as socially, economically, or culturally disadvantaged.

The Texas State Library administers LSCA funds and, with the guidance of the LSCA Advisory Council and the approval of the Library and Archives Commission, designs and monitors all subgrant programs.

PROGRAM DESCRIPTION

Purpose and Scope

To develop library services to meet the special needs of and to encourage library use by:

- Unemployed persons
- Children of migrant workers (including their families)
- People for whom English is a second language
- People with incomes below poverty level
- People over 65 (including residents of nursing homes and the homebound)
- Adults with less than a 12th grade education (including high school dropouts)

To give such services impetus to generate local funding and community support so that appropriate services for these groups become normal library services.

This grant is limited to services to the six groups of people listed above. Applicants must design programs for one, and only one, of these groups.

Racial and ethnic minorities are not listed. They may, however, constitute a significant sub-population of the targeted groups and applicants are encouraged to design programs for the groups listed above with this in mind.

Throughout these guidelines the terms "community" or "group" mean the one group from the list above which the applicant has chosen to serve.

Eligible Applicants

Public libraries and public library systems, through their governing authority (city, county or corporation) with a library or branch library acting as service provider.

Public libraries and public library systems, through their governing authority, with a library or a library branch acting as the fiscal agent and host for a cooperative project with other agencies or other types of libraries.

Funds Available

$325,000 to $350,000, depending on the level of state funding, will be available for the Public Library Services for Disadvantaged Populations grant program.

Applicants may apply for one level of funding only.

Length of Funding

This grant program will fund projects for one state fiscal year: September 1, 1992 - August 31, 1993.

Applicants who receive funding in FY 1993 may apply for funding the following year to **continue** their 1993 projects. The second application will be evaluated with the same criteria as all new applications.

To be eligible to apply for a third year of continuous funding in the same service area (of the main library or of a branch) an applicant must provide 50% of the project cost. If the project costs $20,000, the applicant must provide $10,000 in local funds. The local funds must be used only for those costs allowable with grant funding.

The local funds may be in the form of locally appropriated funds; foundation grants; gifts from citizens, corporations or organizations; Friends of the Library donations; revenues from the sale of bonds or certificates of obligation, or a combination of the above. No federal money may be used as local funds.

All local funding must be documented, showing the amount, method of calculation, and source. Letters of concurrence should be obtained from all participants contributing funds.

The applicant should submit with the grant proposal a letter outlining the budget for the project showing grant funding and local funding. Attach all funding documentation to the letter.

No applicant will be eligible for a fourth year of continuous funding for the same service area.

Fundable Activities

This grant program will fund costs for staff, equipment, capital expenditures, materials, and professional services needed:

- to take library services, materials and activities into the community
- to create new services in the library which will attract members of that community into the library
- to educate in library school (if the grant recipient's governing agent has authority to do so) staff who are members of the disadvantaged group
- to train and develop all library staff and volunteers in appropriate ways to provide service to the community.
- to develop a structure for a complex service project (example: information and referral system) which may not provide services during the funding year, but intends to do so with local funding the following year.

This grant program will **not** fund the following costs:

- building construction or renovation
- food and beverages

CRITERIA FOR AWARD

This grant program is competitive. To choose which of many projects to fund, the Library Services and Construction Act Advisory Council will score proposals on eleven components which the council and state library staff believe are key factors in successful services to disadvantaged populations. The total possible score is 100. The factors are:

Percentage of Population	Percentage the disadvantaged group is of the TOTAL population in the geographical area served by the library or branch library which will provide the services. (0-10 points)
Target Group Involvement	The applicant describes clearly the target group and their special needs and how the library is not currently meeting those needs; has verified that the target community wants the proposed new services (e.g., by doing a community survey or by involving individuals or community organizations in project planning, etc.) and provides documentation of community involvement in designing the proposed services. (0 - 15 points) or For Services to Persons over 65 in Resident Facilities or Community Centers: The applicant describes the need for proposed services; has verified that the custodians in the institution agree to and help plan the proposed services; and provides documentation that the custodians will cooperate.
Services	The applicant describes services, programs, activities, material to be purchased; shows how these meet the community's documented needs described above; and describes how new activities will be introduced into existing services and to existing staff. (0 - 15 points)
Objectives	The applicant defines objectives which are measurable; demonstrates how project objectives will help meet the objectives of the local library funding agency (and/or objectives of any other local agency involved in the project); and presents a reasonable method to collect data. (0 - 10 points)
Staffing	The applicant has already selected potential staff and volunteers for the grant project, or presents official job descriptions for hiring staff during the grant year who have these characteristics: they have status in the target community, speak the language of the community, demonstrate enthusiasm about working with the community, and possess the necessary skills to do the job; the applicant has made a plan and included expenses for training or sending to library school (if the governing agency has authority to do that) personnel who are members of the targeted group and lack necessary skills. (0 - 10 points)

Advertising	The applicant submits a plan for advertising the new services, activities, and materials; the plan uses a variety of techniques; and includes community lines of communication. (0 - 5 points)
Timetable	The applicant presents a timetable for project activities within the fiscal year, i.e., a list of actions with a date by which they will be accomplished; and provides verification that facilities will be available, equipment and materials delivered, staff hired and trained in time to carry out the activities as planned. (0 - 5 points)
Expenses Justified	The applicant fully explains the budget by describing how budget items will be used in providing services and quotes a source for the stated cost (e.g., city pay classification for staff, manufacturer's catalogs or city/county bid lists for equipment, dealer's estimates for materials); justifies large or extraordinary costs for capital equipment or leasing in terms of the situation, supplier, or prevailing conditions; the costs seem reasonable to achieve project objectives. (0 - 10 points)
Local Support	The applicant offers local support for the grant project (matching funds in cash or in-kind services); integrates local resources in the grant project, (e.g., assigns locally funded staff to the project); and submits a plan for generating local funds to continue the services after the grant funding ends. (0 - 10 points)
Evaluation	The applicant presents a method to evaluate the impact of the project on the library; on the community; and on any cooperating group. (0 - 5 points)
Cooperation	The applicant planned the project with some other agency (another public agency, a volunteer organization, a community organization); negotiated an agreement on who would do what during this project; and submits the agreement. (0 - 5 points)

APPLYING CRITERIA

The LSCA Council will compare all applications to this criteria. Council members will use a standard form to evaluate the applications. (See Appendix A)

Ranking	For ten factors LSCA Council members will assign a ranking of zero through five to indicate whether the applicant addressed that issue not at all, partially, or completely.
Scoring	They will multiply the rank number by a weight which indicates the relative importance of each factor: the product will be the score for that factor.

1 2 3 4 5 x 3 = 15
rank weight score

Scoring for the factor, PERCENTAGE OF POPULATION will be calculated by state library staff using this method: Percentages will be converted to rankings of 1-5 using the following formula: the percentage divided by 10 equals the rank. The rank will be rounded to one decimal place and multiplied by the weight to give the score for population. The total possible score for this factor is 10. The weight for the factor is 2.

$$\text{Example: 22\%: } \frac{22}{10} = \underset{\text{rank}}{2.2} \times \underset{\text{weight}}{2} = \underset{\text{score}}{4.4}$$

Percentages of 50% and above receive a score of 10, the maximum score possible for this factor.

Council Discretion

Awards for grants to provide services for disadvantaged populations will be made to projects the council believes will provide good, effective, long term services. If Council members believe few or no proposals meet the standard, they may choose to recommend awarding only part or none of the available funds.

If council members believe that an individual application will not achieve the purposes of the grant program, they may make a motion not to fund. The motion must be approved by a majority of council members present and eligible.

GRANT REVIEW AND AWARD PROCESS

State Library Staff Responsibility

The State Library staff will prepare criteria sheets for each application, compute the score for the Percentage of Population and enter it on the sheet. That score will be determined by the formula described on above.

The staff will review each application to investigate the following issues:

- legal eligibility of the institution to participate in a Title I grant program;
- conformance to the federal and state regulations pertaining to Title I grants;
- inclusion of unallowable costs;
- errors in arithmetic or cost calculations;
- submission of the required forms;
- other misconstructions of the guidelines.

The staff will also raise issues and questions regarding the needs, methods, staffing and costs of the proposals. These staff comments will provide the Council members with information and problems to consider. The staff comments will be provided to the Council along with the application copies.

Applicants will be sent a copy of staff comments on or before April 1. Applicants may respond to errors of fact but may not add to, or supply information not found in the original application nor modify the proposal in any way. Applicant's responses will be distributed to the council.

The State Library staff will be available to offer technical assistance to Council members.

The staff will tabulate the results of the Council members' deliberations, report these back to the Council and to the applicants, and present the Council's work to the Texas State Library and Archives Commission for final approval.

As a general rule, it is expected that the recommendations for funding developed by the Council will be presented to the Commission without any contrary staff recommendations. However, in the unlikely event that the Council recommends the funding of an application which, for legal, fiscal, or other reasons, is unacceptable to the staff, a contrary recommendation will be made.

The Council will be informed of this situation prior to presentation to the Commission.

If the Council sets conditions for funding a given application (e.g., reduction of project budget, revision of project objectives, change in implementation method), the State Library staff will enter into a negotiation process with the applicant to attempt to meet the Council's conditions for funding. A positive recommendation to the Commission will be contingent upon successfully completing these negotiations prior to the Commission meeting.

In the unlikely event that, for whatever reasons, the Council is unable to produce a set of recommendations for funding, the staff will use the same evaluation procedures to develop recommendations to the Commission.

LSCA Council Responsibility

Each participating LSCA Advisory Council member will review all grant applications, and complete an entire rating form for each application. Each member will evaluate the proposal in relation to the specific requirements of the criteria and will mark a 0-5 ranking for all components of the criteria.

In the Comments section of the Evaluation Form Council members may describe, for the applicant's benefit, the proposals strengths or weaknesses.

EXCEPTION: No Advisory Council member who is associated with an applicant or with an application, or who stands to benefit directly from an application will evaluate that application. That Council Member will initial the space labeled INELIGIBLE on the Evaluation Sheet and submit that sheet with all the others to the LSCA Council chairperson.

Any Council member who feels unable to fairly evaluate a particular application may choose not to review that application. In that case the Council member will check the box labeled ABSTAIN on the Evaluation sheet and submit that sheet with all the others to the LSCA Council chairperson.

Council members will consider and assess the strengths and weaknesses of any proposed project only on the basis of the document submitted. Considerations of geographical distribution, demographics, type of library, or personality should not influence the assessment of a proposal.

Council members may not discuss proposals with any applicant before the proposals are reviewed. State Library staff is available to provide technical assistance to Council members. All negotiations with the applicant will be conducted by State Library staff.

Council members may offer a motion to set conditions for funding a given application, e.g., reduction of project budget, revision of project objectives. Such motions must be approved by a majority vote of council members present and eligible. Council members who are ineligible to evaluate a given proposal will also not vote on funding conditions.

Each Council member will complete a form for each application or mark the form INELIGIBLE or ABSTAIN. Each Council member will give the forms to the LSCA Advisory Council chairperson at the LSCA Advisory Council meeting. The chairperson will initial each Evaluation Form and give the forms to a designated Library Development staff member.

Council members who do not attend the meeting may mail the evaluation forms to the Chairperson in care of Library Development Division. In order to be counted the mailed forms must arrive before the meeting.

Decision Making Process:

Step 1 Library staff will total the number of criteria points on each form. Using the point totals for each evaluation form, the adjusted mean score will be computed. (An adjusted mean is an arithmetical average calculated after excluding the highest and lowest scores)

The applications will then be ranked according to the adjusted mean scores, computed to one decimal place.

To be funded an application must receive an adjusted mean score of 50 points or above.

Staff will compile all written comments and the scores for each application. These compilations will be sent to the applicants, Advisory Council members and other interested persons with the funding recommendations report.

Step 2 Starting with the highest ranked application, the staff will begin awarding the grant funds. The staff will go down the ranked list awarding funds until either:

- insufficient funds remain to fully fund a proposal; or
- two or more proposals are tied, having received identical scores.

Step 3

If there are insufficient funds remaining to fully fund the next application, the staff will negotiate with the applicant. The staff will describe the situation to the applicant, explaining that their proposal is next in line to be funded, but the requested amount of money is not available. The applicant could either:

- agree to accept the lesser amount and, if necessary reduce the level of activity to be conducted:
- if this is acceptable to the staff, that applicant will be awarded the lesser amount.
- if that reduction in activity is unacceptable to the staff and negotiations are at a standstill, that applicant will be awarded no funds. Staff will then consider the next proposal on the list and negotiate with them, if necessary.
- not agree to reduce the amount requested (staff would then consider the next proposal on the list).

Step 4

In the event that ties occur in the ranked listing of applicants, the following procedures will be followed.

- In the case of two proposals tied with the same score:
- if there are sufficient funds available to award grants to both applications, this will be done;
- if there are not enough funds to award grants to both applicants, the staff will initiate negotiations with the applicant requesting the least amount of money. The negotiations will proceed as detailed in Step 3. Should negotiations with both of the tied applicants prove unsuccessful, staff will go to the next proposal on the list.
- In the case of more than two proposals tied, the decision will be referred back to the LSCA Advisory Council for resolution. The Council members who participated in the process will receive the set of alternative decisions which could be made with the funds available. They will rank these alternatives in the order of desirability. These ranks will be compiled and the alternative(s) with the highest median score will be awarded funds. This process will probably be conducted by a mailing to the Council members outlining the decisions to be made and by telephoning the members to obtain their ranking recommendations. Should this process break down, the TSL staff will exercise its judgment in making the award.

Step 5

The announcement of the grant recommendations will be sent to the applicants, the LSCA Advisory Council, and other interested persons.

In addition to this announcement, the compilation of reviewer scores and comments will be provided.

Step 6

The funding recommendations will be presented to the Texas State Library and Archives Commission for approval. This will be done in an open meeting prior to September 1, 1992.

APPLICATION REQUIREMENTS

All grant applications must be submitted on standard forms. Three forms with full instructions, are in the companion guidelines, Project Administration Guidelines And Standard Grant Application Forms. A fourth form is at the end of this document. It serves as the first page of your narrative description of what you want to do with the grant money. The narrative is the document the grant reviewers will use to score your grant. The following are suggestions for writing a successful narrative.

Project Identification Begin the narrative by fully identifying the project. Provide all the information requested on the form, attached to these guidelines, called PROGRAM NARRATIVE/Project Identification.

Population Statistics Follow exactly the instructions for the Project Identification form to determine the population statistics for the one group you have chosen to serve and for the service area of the library. Begin by defining the service area of the library building which will provide the services. Large municipal or county systems should plan proposals around a member or a branch library. The service area for a branch or member library would be defined by census tract names, for a county library by county name, for town library by town name.

Statistics Source The population figures used in grant applications should be the most current figures available from a public source. Figures for the total population in the service area and for the number of the targeted group in the service area should both come from the same source.

The State Library recommends the following sources for each targeted group:

• Unemployed persons	Texas Employment Commission Economic Research Department TEC Building Austin, Texas 78778 (512) 463-2841
• Children of migrant workers	Migrant Education Department Regional Educational Service Centers (See Appendix B for list of centers)
• People for whom English is a second language	
• People with incomes below poverty level	Regional Planning Councils (See Appendix C for list)
• People over 65	
• Adults with less than a 12th grade education	

Narrative Content

Describe fully the actions the applicant plans, (programs, activities, materials). Tell who is going to do what, when, where, how, for how much. Address every issue contained in the Criteria for Award (page 2). The reviewers will score the narrative using the Evaluation Sheet (Appendix A). They will be able to read your narrative more easily if you address the issues in the order and with similar language as listed on the Evaluation sheet.

Copies

Only one copy of each document in the application is required. The Texas State Library will make copies to give to the application readers. Please do not staple or bind the application.

Assistance

The Texas State Library requests all applicants to discuss their project ideas with the State Library Special Services Consultant before they begin developing a proposal. Please call (512) 463-5476. The consultant will be available to help throughout application development, and is available to provide consultation and instruction to groups or individuals on how to develop a good program and a good grant proposal.

Since the written presentation of the proposal is the only information the review board will receive, the State Library strongly encourages applicants to send drafts of the proposal to staff for review. To ensure staff will have time to review your draft proposal please submit the draft by February 15.

The staff will help applicants develop good programs and proposals, however, this does not ensure funding. There are, usually, more requests for funding than there is money available, so some good projects may not be funded.

Due Date

Applications must be received at the state library by the end of the business day (5:00 p.m.) on March 15, 1992. Applications may be faxed to the State Library to arrive by the close of the business day (5:00 p.m.) on March 15, 1992. In addition to the faxed copy, an original copy must also be mailed and postmarked by 5:00 p.m. on March 15, 1992.

LIBRARY SERVICES AND CONSTRUCTION ACT
TITLE I

CENTRALIZED ACQUISITIONS FOR STATE INSTITUTIONS PROGRAM GUIDELINES
SFY 1993

Library Development Division
Texas State Library

TEXAS STATE LIBRARY

CENTRALIZED ACQUISITIONS FOR
STATE INSTITUTIONS PROGRAM
Application

STATE FUNDS EXPENDITURE REPORT
September 1, 1991 - August 31, 1992

Please report only state funds expended for library services to residents. Do not include federal funds; do not include state library grant funds; do not include grant funds of any kind; do not include donations. Report agency funds expended for library services to residents.

If your institution expended no state funds on the resident library, put zeroes in the column below and return this form anyway. The Centralized Acquisitions program grants $400 to every institution that submits an application.

* * * * *

RESIDENT LIBRARY EXPENDITURES FOR FY 1991 FOR

______________________________, ______________________
(Name of Institution) (Agency)

Salaries and Wages.	$ ________
Books and Periodicals	$ ________
Audiovisual Materials	$ ________
Office Equipment.	$ ________
Audiovisual Equipment	$ ________
Other Expenses.	$ ________
Contracts (please specify).	$ ________
TOTAL	$ ________

NAME (signature)	SUPERVISOR
NAME (typed or printed)	SUPERVISOR (typed or printed)
TITLE	TITLE

Please return one signed copy of this report by October 15, 1992 to Barbara S. Crosby, Library Development Division, Texas State Library, Box 12927, Austin, Texas 78711. Thank you for your prompt attention and cooperation.

TEXAS STATE LIBRARY

CENTRALIZED ACQUISITIONS FOR
STATE INSTITUTIONS PROGRAM
Application

SURVEY
OF
LIBRARY SERVICES TO RESIDENTS OF STATE INSTITUTIONS

September 1, 1991 - August 31, 1992

Note: To be eligible to receive an acquisitions grant for FY 1993 the institution must submit this survey to the Texas State Library by October 15, 1992.

NAME OF INSTITUTION ____________________

AGENCY ____________________

NUMBER OF RESIDENTS (exact figure) ____________________

TYPE OF FACILITY ____________________

CHARACTERISTICS OF RESIDENTS SERVED

Please check the category or categories which best describe your residents.

Mentally Retarded ________
Blind or Visually Impaired ________
Physically Handicapped ________
Deaf ________

Chronically Ill ________
Mentally Ill ________
Delinquent ________
Prisoners ________
Other (Describe) ________

Please give exact figures, or your best estimate of the number of residents who belong to the following age and ethnic groups.

Ages 0 - 4 ________
5 - 13 ________
14 - 24 ________
25 - 64 ________
65 + ________

TOTAL ________

Native American ________
Oriental ________
Black ________
White ________
Spanish-Speaking ________
Other ________________

TOTAL ________

I. LIBRARY SERVICES

A. Facilities

1. Does the institution operate or provide a library

   for residents? YES ____ NO _____ In what DEPARTMENT? __________

   for staff? YES ____ NO _____

   Are these separate libraries? YES ____ NO _____

2. If the institution operates a resident library, do the library's existence and purpose have any formal documentation?

   Selection policy? _____ Procedure manual? _____

   Statement of intent? _____ Other? (Specify) ___________________

3. Where is the library located? Bldg.____________Dept. ____________

4. How large is it? Number of sq. ft. _________________

   Number of seats _________________

B. Library Staff

1. Name of person responsible for library___________________________
2. Title____
3. State Classification Job Title*__________________________________
4. Number of hours per week assigned to library_____________________
5. Annual Salary____
6. Education background____
   a) Highest grade or degree______________________________________
   b) Number of library science credits____________________________
7. Number of residents working in library___________________________
8. Number of volunteers working in library__________________________
9. Number of paid staff working in library__________________________

*For example: Clerk III; Therapist Technician II; Librarian I.

C. Library Budget

Please list money spent or resident library from the following sources.

State Funds

from institution overall budget, or $______________

from department budget, or $______________

from library budget (if any) $______________

TOTAL State funds $______________

D. Library Programs/User Services

1. How frequently may residents visit the library?

____

Total hours per week library is open to residents _______

2. If some residents are not able to visit the library, how is service provided?

____

3. How do residents provide feedback on library services?

____

4. Are materials not owned requested for residents on interlibrary loan?

YES______ NO______

Number of requests per year_____________________________

5. Are the following library services offered to your residents?

Information and Reference Service YES______ NO______

Library Orientation YES______ NO______

Reader Guidance YES______ NO______

Booklist Preparation YES______ NO______

Book Cart and Bedside Book Delivery YES______ NO______

6) Does the library provide the following programs for residents?

Exhibits and Displays YES______ NO______
Book Talks to Groups YES______ NO______
Field Trips YES______ NO______
Summer Reading Club YES______ NO______
Story Telling YES______ NO______
Discussion Groups YES______ NO______
Film or Filmstrip programs YES______ NO______
Recorded Music Concerts YES______ NO______
Art or Drama Activities YES______ NO______
Current Events Programs YES______ NO______
Puppet Shows YES______ NO______
Others (specify) YES______ NO______

E. Audiovisual Equipment

Please list the number of items held on the library's inventory. Do not list equipment assigned to classrooms, etc.

a) Teaching machines________

b) 16mm film projectors_____

c) Screens__________________

d) Filmstrip projectors_____

e) Filmstrip viewers________

f) Cassette recorders_______

g) 8mm projectors___________

h) Slide projectors_________

i) Overhead projectors______

j) Record players___________

k) Headphones_______________

l) Videocassette players_____

m) Other (specify)__________

F. Materials Inventory

1. Monographs

a) Number of volumes at beginning of year ______________

b) Number of volumes added ______________

c) Number of volumes withdrawn ______________

d) TOTAL (a+b-c)

2. Periodical Subscriptions

a) Number of current periodicals subscription titles purchased ____________

b) Number of current newspaper subscription titles purchased ____________

c) Total number of subscriptions (including duplicates) purchased ____________

d) Number of donated books used ____________

e) Number of donated periodicals used ____________

3. Non-Book Materials (Please count by physical item: reel, strip, slide, tape, etc.)

	Holdings	Number of Circulations	Number of Viewers
a) Filmstrips			
b) Film loops			
c) 16mm Films			
d) Recordings (discs and tapes)			
e) Games and toys			
f) Slides			
g) Microforms			
h) Video tapes			
i) Other (specify)			

4. Circulation

a) Audiovisual Circulation Total ____________

b) Book Circulation Total ____________

c) Periodicals Circulation Total ____________

d) GRAND TOTAL CIRCULATION ____________

II. LIBRARY NEEDS

1. Please describe what are perceived to be the greatest needs of the library program.

2. Do you have a particular need or problem you would like the Texas State Library institutional consultant to provide aid and information about?

3. When is a convenient time for the TSL consultant to visit you?

Signature of person completing this form

Printed or typed name of person completing this form

Position of person completing this form

Telephone number

Date

DIRECTORY INFORMATION

NAME OF INSTITUTION ____________________

MAILING ADDRESS ____________________

____

____

TELEPHONE ____________________ TEX-AN ____________________

SUPERINTENDENT OF INSTITUTION ____________________

LIBRARIAN'S SUPERVISOR OR DEPARTMENT HEAD ____________________

DEPARTMENT ____________________

PERSON IN CHARGE OF RESIDENT LIBRARY ____________________

LIBRARY SERVICES AND CONSTRUCTION ACT
TITLE I

MAJOR URBAN RESOURCE LIBRARIES
PROGRAM GUIDELINES
SFY 1993

Library Development Division
Texas State Library
January 1992

MURL GRANT PROGRAM
GUIDELINES

SFY 1993

PROGRAM DESCRIPTION

The MURL Grant Program is designed to implement the provisions of the Library Services and Construction Act, Title I, as amended in 1990. Section 102(a)(3) of the Act stipulates that a portion of Title I funds may be used "for supporting and expanding library services of major urban resource libraries which, because of the value of the collections of such libraries to individual users and to other libraries, need special assistance to furnish services at a level required to meet the demands for such services." The Act goes on to state that "no grant may be made under clause (3) of this subsection unless the major urban resource library provides services to users throughout the regional area in which the library is located." Section 102(c) stipulates that libraries receiving MURL grants must be located in cities having populations of 100,000 or more, as determined by the Secretary of Education. The Section also specifies the amount of Title I funds to use in making MURL grants.

Who may apply

In accordance with the provisions of LSCA as interpreted by the U.S. Department of Education, the Texas State Library will make grants to Texas public libraries meeting the following criteria:

1) be a state library system member;

2) be a public library in a city of 100,000 or more according to the most recent U.S. Census figures or U.S. Census estimate;

3) have a collection size of 100,000 or more book volumes;

4) provide one or more of the following non-resident services: on-site use of the collection, use of reference services, or circulation of library materials; and

5) provide verification that one or more of the above services have actually been provided without charge to persons living outside the local political subdivision(s) that financially support(s) the library.

Funds Available

The amount of funds available for each MURL library, if known at the time of mailing, will be found in Appendix C.

Length of Projects

Funding for projects will be for a 12 month period beginning September 1, 1992 and ending August 31, 1993. Grant funds may be obligated only during this twelve month period.

Project Reports

MURL libraries are required to file MURL Project Evaluation Reports and MURL Uniform Statistical Reports semiannually. These reports indicate progress made toward meeting performance objectives, including materials purchased with grant funds and services provided to non-residents. The performance objectives are based on the quantitative information submitted in the application narrative. The annual reports must show not only accomplishments for the final six months of the grant period, but also cumulative information for the entire year. The annual MURL Project Evaluation Report will be submitted to Washington. Forms will be provided for participants to use in submitting both reports.

While the deadline for filing Uniform Statistical Reports is March 25, 1993 and September 24, 1993, we request that the reports be filed by March 5 and September 6, if possible, so that the information can be included in our reports to the state legislature.

If library material ordered with grant funds is received after the end of the grant period, a final MURL Uniform Statistical Report may also be due covering receipt of those materials. Failure to file reports when due may result in grant suspension.

Reporting Period	Due Date	Type of Report
9/1/1992 - 2/28/1993	3/5/1993	Uniform Statistical Report, if possible, otherwise by 3/25
	3/25/1993	Semiannual Project Evaluation Report and Uniform Statistical Report
3/1/1993 - 8/31/1993	9/6/1993	Uniform Statistical Report, if possible, otherwise by 9/24
	9/24/1993	Annual Project Evaluation Report and Uniform Statistical Report
9/1/1993 - 10/31/1993	10/31/1993	Final Uniform Statistical Report, if necessary

HOW TO APPLY

Notice of Intent

Libraries intending to apply for a MURL grant must submit a Notice of Intent (Appendix A), signed by the library director. Besides providing notification of intent, the form also shows the free services the applicant will offer non-residents. The Notice must be received by the end of the business day (5:00 p.m.) on April 1, 1992 at the Texas State Library. Notices submitted by telefacsimile must be received by the same deadline, and in addition the signed original of the Notice must be mailed bearing a postmark no later than April 1, 1992.

Application Document

The official application for federal assistance is found in the Grant Application Forms and Instructions section of this mailing.

Program Narrative

A program narrative is required that includes:

- Objectives and Need for Assistance

  Demonstrate the need for assistance and state the principal and subordinate objectives of the project in measurable terms and as they relate to non-residents.

- Results or Benefits Expected

  Identify the results and benefits to non-residents in measurable terms.

- Numeric Projections

  Applicants are required to make semi-annual numeric projections of program accomplishments.

  These projections must include one or more of following services--on-site use of the collection, reference services, or circulation of library materials--and the number of non-residents receiving each service. The number and type of library materials purchased with grant funds must also be projected. Other numeric projections may also be made.

  The projections made are to be included in both Project Evaluation Reports and Uniform Statistical Reports.

- Approach to be Taken

  Outline a plan of action. Outline in detail how the proposed work will be accomplished. Tell why you selected this approach as opposed to alternatives. Describe any unusual features of the project. Provide a chronological list showing the schedule of anticipated progress, accomplishments or milestones and their target dates.

  Identify the kinds of data to be collected and maintained and discuss the criteria to be used to evaluate the results and successes of the project. Explain how you will determine if the needs identified and discussed are being met and if the results and benefits expected are being achieved.

- Staffing

  Identify key individuals, consultants, groups and others who will work on the project along with a brief description of the nature of their effort.

- Geographic Location

  Give a precise location of the project or area to be served. Maps or other graphic aids may be attached.

Number of Copies

Applicants are required to submit an original and two copies of their proposal.

Deadline

Applications must be received by the end of the business day (5:00 p.m.) on May 1, 1992 at the Texas State Library. Applications submitted by telefacsimile must be received by the same deadline, and in addition the signed original and two copies of the application must be mailed bearing a postmark no later than May 1, 1992.

ATTACHMENTS

Appendix A: Notice of Intent
Appendix B: System Membership Statistics
Appendix C: Grant Amounts

LIBRARY SERVICES AND CONSTRUCTION ACT
TITLE II PUBLIC LIBRARY CONSTRUCTION PROGRAM IN TEXAS

GENERAL INFORMATION AND GUIDELINES
SFY 1993

Texas State Library
Box 12927
Austin, Texas 78711

GENERAL INFORMATION AND GUIDELINES

LIBRARY SERVICES AND CONSTRUCTION ACT
Title II Public Library Construction Program in Texas

I. GENERAL CRITERIA FOR GRANT AWARDS

A. Established libraries submitting applications must meet the criteria for membership in the Texas Library System.

B. Applicants proposing to initiate service with the new facility must furnish certification that they will meet the criteria established by the Texas State Library for membership in the Texas Library System when the facility opens for service.

C. If the proposed application is for the construction, purchase, an addition to, or remodeling of a main library, the facility must meet the minimum gross square footage requirements set forth in Wheeler and Goldhor's Practical Administration of Public Libraries, 1981. However, the table below from Wheeler and Goldhor has been modified to permit construction of a facility no smaller than 5,000 square feet.

POPULATION RANGE*	GROSS SQUARE FEET PER CAPITA
Under 10,000	0.7 sq. ft. per capita, or 5,000 square feet, whichever is greater
10,000 - 34,999	0.6
35,000 - 99,999	0.5
100,000 - 199,999	0.4
200,000 - 499,999	0.35
500,000 -	0.3

* Population will be based upon the library's service area, as assigned under the Rules for Administering the Library Systems Act.

D. If a proposed facility cannot meet the minimum requirements set forth in C above, the Texas Library Association's Standards and Guidelines for Texas Public Libraries, 1983, may be used. However, no facility less than 5,000 square feet will be eligible for funding.

E. If the proposed application is for construction, purchase, remodeling or addition to a branch, the branch may be no smaller than 5,000 square feet.

F. The maximum grant award will be in accordance with the following table:

Population Range *	Maximum Grant for Main Library Construction or Purchase	Maximum Grant for an Addition to Main Library Building	Maximum Grant for Branch Construction, Purchase, or Addition	Maximum Grant for Remodeling of Existing Facility
Under 10,000	$100,000	$ 50,000	$ -0-	$ 25,000
10,000 - 34,999	$200,000	$100,000	$ -0- **	$ 50,000
35,000 - 99,999	$300,000	$150,000	$100,000	$ 75,000
100,000 - 199,999	$400,000	$200,000	$100,000	$ 75,000
200,000 -	$500,000	$250,000	$100,000	$ 75,000

* Population will be based upon the library's service area as assigned under the Rules for Administering the Library Systems Act.

** County libraries may apply for a maximum of $100,000 in matching funds to construct or purchase a branch facility. The branch may not be located in the same city as the main county library. City libraries in this population range are not eligible to apply for branch construction funds.

G. All local funds (from governmental or private sources) for construction projects must be deposited with and disbursed by the local government unit (i.e., city or county).

H. Applicants must show a match for the Title II grant at least equal to the amount of the grant. The project may include in-kind contributions, as long as applicants are able to furnish adequate documentation for computing the cost in accordance with the Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. However, projects with a cash match will receive higher funding priority.

I. Only one construction project per applicant will be approved for funding.

J. There is no prohibition of awarding more than one Title II grant to libraries within a particular county, as long as the grants are awarded to different governmental entities. Members of federated library systems may apply for Title II grants. Their population will be the municipal population plus a prorated portion of the county's population, as specified in Rule 1.71 of the Rules for Administering the Library Systems Act.

K. Title II grants will not be awarded to libraries which evidenced poor performance on past state-funded or Titles I, II, and III projects, as measured by timely and complete adherence to all fiscal and program requirements.

L. Applicants must notify the appropriate State Planning Region or Clearinghouse of their intent to apply for a construction grant and to forward a copy of the pre-application for review and comment.

M. All grant administration policies will be based on Office of Management and Budget Circular A-87, and HHS Guide OASC-10, as modified by the Uniform Grant and Contract Management Act of 1981 and the Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments. The grant program is also subject to federal rules and regulations in 34 CFR 770, 34 CFR 76, 34 CFR 80, under authority of the Library Services and Construction Act as amended by P.L. 101-254.

N. In addition to the final audit and periodic expenditure data, grant recipients will be required to furnish the State Library copies of the following:

   1. Building program prepared by the library building consultant. The program must address the preparation of the building for present and future uses of the technology necessary to access information in electronic and other formats.
   2. Opinion signed by legal counsel describing the interest the applicant has or will have in the site and certifying that the estate or interest is legal and valid.
   3. Evaluation of flood hazards in connection with the proposed project.
   4. Environmental impact assessment.
   5. Tabulation of all bids.
   6. Copies of all contracts.

II. SELECTION PROCESS FOR GRANT AWARDS

Pre-applications for Title II grants will be rated according to a system which awards points based on four criteria. These criteria are:

1) Whether the proposed facility will serve an unserved or recently unserved county;
2) The type of construction project proposed;
3) The relative need for additional space according to the Texas Library Association's Standards and Guidelines for Texas Public Libraries; and
4) The percentage of the estimated project cost to be paid for with local funds which is available at the time of pre-application submittal.

The rating system based on these four criteria is as follows:

1. UNSERVED COUNTY - 10 points.

The proposed construction project is in a county presently without public library service, or in a county which has established service in the past three years.

2. TYPE OF CONSTRUCTION PROJECT - 25 points maximum.

A. Construction of a new central library facility or purchase of an existing building to be converted to a central library facility.	25 points
B. Addition to an existing central library facility	20 points
C. Construction of a new branch library facility or purchase of or addition to an existing building to be converted to a branch library facility.	15 points
D. Remodeling an existing library building.	5 points

3. LIBRARY SPACE NEEDS - 50 points maximum.

To what extent does the combined gross square footage of existing library facilities (main, branches) meet the Texas Library Association standard? Points are assigned by using the following formula:

$$\text{Points} = \frac{100 - \text{Percent of Standard}}{2}$$

4. FUNDING AVAILABLE - 50 points maximum.

What percentage of the project's total estimated cost to be paid for with local funds is available at the time of pre-application? Points are assigned by using the following formula:

$$\text{Points} = \frac{\text{Percent of Local Funding Available}}{2}$$

Applicants should note the following with regard to the rating system:

A. The maximum number of points a project can be awarded is 135.

B. Unserved County. The term "public library" shall be defined according to Sec. 441.122 (12) of the Library Systems Act: "'Public Library' means a library operated by a single public agency or board, that is freely open to all persons under identical conditions, and that receives its financial support in whole or in part from public funds." Also, the phrase "without public library service" will carry the same definition as stipulated in Rule 1.94 of the Rules for Administering the Library Systems Act.

C. Library Space Needs. The Texas Library Association standard for total square footage of public library facilities is as follows:

Population served by library	Minimum space requirements
0 - 1,999	5,000 **
2,000 -	5,000 square feet or .75 square feet per person, whichever is greater.

**The standard has been amended to be consistent with the criterion for Title II grant projects which stipulates 5,000 square feet as the minimum size of a public library facility. The standard has also been amended to exclude portable or mobile facilities (bookmobiles, book stations, etc.) from the calculation of total square footage of public library facilities. The figure for "population served" will be based upon the library's service area, as assigned under the Rules for Administering the Library Systems Act.

E. Funding Available. The phrase "total estimated cost to be paid for with local funds" refers to all project costs requiring a cash outlay from local sources. **In-kind contributions from local sources will be excluded from this calculation**.

The term "available" refers to funds appropriated by a local government from local funds deposited and readily available for the proposed project, written commitments to fund the proposed project from individuals or legally established organizations (foundations, corporations, Friends groups, etc.), authority for local governments to sell bonds or certificates of obligation to finance the proposed project, or approval of loans from government or private lending institutions. Such funds or written commitments shall be those available at the time of pre-application submittal.

F. Project Cost Estimates. While construction costs vary from region to region, it is important that realistic project cost estimates be submitted. These estimates should include adequate funds to completely construct and equip the library building to be fully operational on opening day.

Documentation from an architect should be provided to certify that the proposed construction project could be fully constructed and equipped for the amounts estimated in the pre-application.

G. Project Ranking. Following the deadline for submission, the State Library staff will review the pre-applications for compliance with all guidelines and instructions, compute the scores, and rank each application according to total points received.

Staff recommendations to the State Library and Archives Commission for funding will consist of the highest ranked pre-applications, up to the limit of funds available. If available funds are insufficient to fully fund a proposal after the highest ranked proposals have been fully funded, staff will negotiate with the applicant in question to determine if a lesser amount would be acceptable. If the applicant does not agree to the lesser amount, the staff will open negotiations with the next applicant on the ranked list. This process will be continued until all funds are awarded.

In the event that two proposals receive identical scores, and funds are not sufficient to fund both, staff will recommend awarding funds (if sufficient) to the applicant requesting the least amount of Title II funding. If funds are insufficient to fund this proposal, staff will enter into negotiations with the applicant as described above. If any funds remain after an award is made to this applicant, the staff will negotiate with the other applicant in question. If these negotiations are unsuccessful, staff will negotiate with the next applicant on the ranked list.

III. APPLICATION AND CONTRACTING PROCESS

Following approval of the Title II grant awards by the State Library and Archives Commission, the staff will mail successful applicants the Application for Federal Assistance for Construction Programs to be completed and returned to the State Library. The staff will refer any problems with the application to the applicant. If, for any reason, an application cannot be approved or a contract cannot be executed, the pre-application selection procedures described above will be used to award the funds to another applicant or applicants.

IV. PRE-APPLICATION GUIDELINES

The **Pre-application for Federal Assistance** and instructions can be found in the Appendixes. The pre-application is used to: (1) establish communications with the State Library; (2) determine the applicant's eligibility; (3) determine the ranking of each project, using the procedure outlined above; and (4) eliminate any proposals which have little or no chance of funding, before applicants incur the expense of preparing and submitting the application.

1. Project Budget.

The Library Services and Construction Act requires that LSCA Title II funds be matched on a "dollar-for-dollar" basis. In order to satisfy this matching requirement at the state level, the State Library is requiring that each grant recipient expend an amount in cash at least equal to the amount of the federal grant. The cash match can be from a foundation grant; gifts from citizens, corporations or organizations; Friends of the Library donation; FHA loan; revenues from the sale of bonds or certificates of obligation, locally-appropriated funds; or combination of the above. There is no date mandating when the required matching funds must be available. If the matching requirement is not met, as determined by the audit, the local government will have to refund all or a portion of the federal LSCA grant. While Federal Housing Authority (FHA) loans may be used by applicants as matching funds for the construction grant, as indicated above, no other federal funds may be used as matching funds.

2. Allowable Costs.

The following costs may be paid from LSCA Title II funds in accordance with the Library Services and Construction Act:

a. Erection of new buildings to be used for public library facilities.

b. Expansion, remodeling, and alteration (as distinguished from maintenance and repair) of existing library buildings, or buildings to be used for public library purposes.

c. Expenses, other than interest and the carrying charges on bonds, related to the acquisition of an existing building or of land on which there is to be construction of new buildings or expansion of existing buildings to be used for a public library.

d. Site grading and improvement of land on which these facilities are located.

e. Architectural, engineering and inspection expenses incurred after site selection.

f. Expenses related to the acquisition and installation of initial equipment to be located in a public library facility. This equipment includes all necessary building fixtures and utilities, office furniture, and public library equipment. An applicant may not include the cost of books or other library materials.

3. Indirect Cost Reimbursement.

The local government administering the grant funds may claim reimbursement from grant funds for administrative expenses incurred if such reimbursement is in accordance with OMB Circular A-87.

4. Effective Date of Project.

The effective date of a library construction project is no earlier than the date of state agency approval. Expenditures by local applicants for architect fees, site acquisition and preliminary planning costs of an approved project, made prior to the date of the state agency approval are eligible as matching funds, but only if made within three years prior to the date of contract.

5. Supplemental Funds.

In accordance with 34 CFR 76.760, the following guideline prevails: An applicant may use funds under more than one federal library program to support different parts of the same library construction project, if it meets the following requirements:

a. The applicant complies with the requirements of each federal grant program with respect to the part of the project assisted with funds under that program, and

b. The applicant has an accounting system that permits identification of the costs paid for under the library construction project.

If you have any questions, please feel free to contact the following for assistance:

William D. Gooch, State Librarian
Texas State Library, Box 12927, Austin, Texas 78711
(512) 463-5460

LIBRARY SERVICES AND CONSTRUCTION ACT
TITLE III

INTERLIBRARY COOPERATION
PROGRAM GUIDELINES
SFY 1993

Library Development Division
Texas State Library
November 1991

TITLE III
INTERLIBRARY COOPERATION AND RESOURCE SHARING
SFY 1993

PROGRAM GUIDELINES

PROGRAM DESCRIPTION

Library Services and Construction Act grants shall be used "(1) for planning for, and taking other steps leading to the development of cooperative library networks; (2) for establishing, expanding, and operating local, regional, state and interstate cooperative networks of libraries, which provide for the systematic and effective coordination of the resources of school, public, academic and special libraries and information centers for improved supplementary services for the special clientele served by each type of library or center; and (3) developing the technological capacity of libraries for interlibrary cooperation and resource sharing." (Library Services and Construction Act, Sec. 302(a)).

In conformity with the Act the Texas State Library awards Interlibrary Cooperation and Resource Sharing grants to assist projects composed of different types of libraries to share resources and materials. These types of projects include:

- planning for and taking other steps leading to the development of cooperative library networks.
- establishing or expanding local, regional, statewide or interstate cooperative library networks.
- encouraging library cooperation to facilitate significant ventures with potential for long term impact.
- demonstrating in a regional or statewide library network setting, services, hardware, access procedures, or bibliographic tools that will help make available the total information and informational resources of Texas libraries to the primary users of each library, including the information resources of state government agencies.
- producing and/or providing access to union catalogs, union lists, cumulative indices, directories, and other bibliographic tools to facilitate rapid identification, access, and referral of significant and valuable resources.
- demonstrating low cost communications systems between and among Texas libraries and information centers.
- developing the technological capacity of libraries for interlibrary cooperation and resource sharing.

Types of Libraries

For the purposes of this grant, there are four "types of libraries": public libraries, academic libraries, school libraries, and special libraries. Public libraries must hold current membership in the Texas Library System. Academic libraries are those libraries operated by colleges or universities; this includes religious, vocational, and junior colleges. School libraries are those operated by or for school districts, including Education Service Centers. Special libraries are those operated by organizations which are not local governments, schools, or academic institutions. However, county law libraries are considered special libraries.

Eligible Projects

Projects which involve two or more types of libraries in demonstrating cooperative activities are eligible for funding consideration.

Generally, it is not the intent of the LSCA Title III program to provide continuing operational funds beyond the initial period. The renovation or building of facilities is not an allowable expense. Equipment and vehicle purchases may be allowable expenses (see the separate "Project Administration Guidelines" section of this mailing). Library materials (i.e., books, periodicals, audiovisuals, etc.) may be purchased with LSCA Title III funds, provided that the grant application establishes that they are a minor but essential part of a project. The inclusion of materials in a proposal will be evaluated on the same basis as the rest of the project, e.g. need, relevance to Title III purposes, scope, budget, etc. (See Appendix B, "Evaluation Criteria").

Proposals from state agencies, state colleges or universities or any other agency that will require an Interagency Cooperation Contract are subject to prior approval by the State Purchasing and General Services Commission. Services, supplies, or materials for another agency which are required by Section 21 (constitutional items) of Article 16 of the Constitution of Texas to be supplied under contract given to the lowest bidder, and services for a period transcending the current biennium may not be included in an interagency contract. Interagency agreements in excess of $2,500 must be approved by the State Purchasing and General Services Administration.

Automation Projects

Title III projects not involving library automation (e.g., planning, research or OCLC serial union listing) are exempt from this requirement.

Automation projects funded under this grant must conform to Project Leadership standards. Applicants must address the issue of standards by stating the degree to which the project will conform to the standards, and by citing specific standards which the project may not meet. Applicants may request an exemption or extension of time, as provided by the standards.

The applicant must have a written five year plan, including projected costs, of the automation project. Individual libraries participating in the project must also have five year automation plans. The plan should include, but not be limited to: collection sizes and strengths, collection overlap, collection growth, number of titles represented by machine-readable records, hardware, software, hardware and software support, training support, retrospective bibliographic conversion, project administration and staffing, telecommunications, site preparation (computer room, and workstations), implementation, including patron and item conversion/labelling, and computer operation costs, including staffing, utilities, and supplies. The project automation plan covering a five year period beginning with the first year of the grant should be submitted with the application.

Each applicant's governing authority must sign formal agreements, including cost allocation formulas, with the other participants committing or intending to commit adequate funds to maintain, operate, and staff the automated system for five years, according to the resource requirements in the five year plan. The agreements should be submitted with the application.

To achieve the resource sharing objective of Title III, participating libraries must have a written reciprocal borrowing services agreement according to the following conditions:

- Agreements may not include special fees, deposits, or charges (e.g., non-resident fees) to be paid directly by patrons for the purpose of using or borrowing from another library. Fees which may be charged to patrons are: 1) reserving library materials, 2) replacement of lost borrower cards, and 3) fines for overdue, lost or damaged materials.

- For those projects in which two or more libraries seek to install or expand a shared or linked automated system, reciprocal borrowing services must be provided to all normally eligible patrons of the participating libraries.

- For those projects in which two or more libraries seek to create or maintain a union catalog (e.g., CD-ROM), the libraries will be required to share resources, including some level of reciprocal borrowing services. Limited reciprocal borrowing might be accomplished by instituting a "pass" system in which libraries have a limited number of passes allowing patrons to receive some level of checkout privileges at other project libraries.

  Applicants should present a detailed description of the limited reciprocal borrowing services they plan to provide.

A reciprocal borrowing services agreement covering a five year period beginning with the first year of the grant should be submitted with the application. The agreement may be made contingent on receipt of a grant award.

Funds Available

Approximately $150,000 to $300,000 is expected to be made available in LSCA Title III funds in SFY 1993, depending on the level of state and federal funding. There is no specific allocation formula within Texas, and no predetermined limitation on the amount per project. Because only proposals which are deemed to be of sufficient quality will be recommended for funding, some or all of the funds may remain ungranted.

Length of Projects

Funding for projects will be for a 12 month period beginning September 1, 1992 and ending August 31, 1993. There is no minimum length of time for project operation; however, grant funds may be obligated only during this 12 month period.

Matching Funds

Matching funds are not required, but will be viewed favorably during the proposal review process. Matching support may be in the form of cash, in-kind services, or grants from another source. Those claiming matching funds should document their calculations of in-kind contributions. Claims of matching funds and in-kind contributions from participating institutions should be documented and verified in letters of concurrence from these institutions.

Who May Apply

LSCA Title III subgrants and contracts may be awarded to the city or county governing authorities of Texas system member public libraries, academic institutions, special libraries, school districts, consortia of libraries, and organizations of libraries. Documentation must be included with the grant application indicating that two or more types of libraries will significantly participate in and be impacted by the proposed project. Applicants must discuss in detail the involvement of and the benefits accruing to the participating libraries; because these funds are designated for library projects, the role of and benefits to each type of library (as opposed to the governing institution) should be discussed in the program narrative.

PROJECT DEVELOPMENT SUGGESTIONS

The following suggestions are based on experiences gained over the past several years.

1. It is highly recommended that you contact the State Library staff early in your planning cycle. The staff can help you by suggesting ways to strengthen your project. You may reach the Grants Coordinator by calling (512) 463-5532.

   We also strongly recommend that you submit a draft of your proposal for staff review in sufficient time for any suggestions to be incorporated in the final version. The deadline for submitting draft proposals for review is February 14, 1992; proposals received after that date will be reviewed if time is available.

   Applicants should remember that only the LSCA Advisory Council may recommend projects for funding and that the amount of funds requested by applicants usually exceeds the amount available, therefore some of the proposals reviewed by the staff may not be funded.

2. Think your project idea through. Reviewers will not think highly of funding a project in which basic considerations are not addressed, where one part of the proposal is at variance with another, or a project which is part of your library's basic mission.

3. Secure the active involvement of the libraries with which you are cooperating. Do not plan the whole project by yourself and then find another type of library to sign off on the proposal. The LSCA Council reviewers have indicated that they will look unfavorably on projects which really benefit only one of the participating libraries.

4. Keep the program narrative brief and to the point, while still being thorough. Each of the reviewers will read all of the proposals, so they will appreciate your brevity.

5. It is the proposal writer's responsibility to capture the interest and support of the reviewers. Your proposal will be in competition with others.

6. Avoid using jargon. Some LSCA Council members are not librarians or automation experts, so use plain, simple English. You may want to include a glossary of technical terms.

7. Excessive appended materials and letters of support (other than those required) should be avoided. Council members have indicated their dislike of lengthy appendices.

8. Do not overbudget or underbudget. The budget will be closely examined, so explain it in detail and justify all significant purchases. Be realistic when budgeting costs such as travel, equipment, and supplies.

   In those cases where you are uncertain of how large a project to propose, consider submitting two budgets: a Level 1 budget for conducting the project on a small scale, and a Level 2 budget for conducting the project on a larger scale. In this way, the reviewers will have some flexibility in evaluating your proposal in relation to the amount of available funds. If you decide to submit more than one budget, you will need to submit Budget Information forms and Prior Approval Costs forms for each level.

   Check budget figures to make sure that they are correct, add up, and cross check.

9. Consider leasing equipment for projects which will not be continued beyond the grant year. The Council has sometimes been reluctant to fund equipment purchases which will have secondary benefits beyond the grant period. This especially applies to some types of equipment such as office equipment, microcomputers, etc.

10. Consider hiring staff on a part-time or hourly basis, if your project does not need a full-time employee. Also, it would be best to avoid splitting the salary of a current employee. For example, do not plan to pay department heads 10% of their salary from the grant to handle supervision and other administrative details; the organization may reimburse itself for employee time through its indirect cost reimbursement.

11. Give careful consideration to the project's timeline. Automation projects usually take longer to complete than originally envisioned. RFP's or bid specifications must be drawn up, prior approval received from the State Library, vendors contacted, responses evaluated, contracts negotiated, and services received. Applicants may find project deadlines slipping. Data processing services, such as tape extraction, de-duping, CD-ROM union catalogs, etc., must be received by August 31st of the grant year to be paid for with grant funds.

12. Bid documents or RFP's must be submitted for data processing costs of $10,000 or more, before approval will be granted to encumber or expend those funds. To speed the prior approval process and to help ensure that the project will be completed within the grant period, we will ask those applicants whose projects have been recommended for funding by the LSCA Advisory Council to submit bid specifications or RFP's within 30 days after receiving notice of the Council's recommendations.

HOW TO APPLY

Application Documents

The official application is found in the "Grant Application Forms and Instructions" section of this mailing. Use the Checklist found in Appendix A to help ensure that all documentation is submitted.

Program Narrative

It is strongly recommended that the narrative be organized to follow the major headings and evaluation criteria set forth in "Evaluation Criteria" found in Appendix B. Reviewers have requested that the narrative be double-spaced. Here are a few additional suggestions:

- Abstract

  An abstract, which summarizes the key points of the project must precede the program narrative. Abstracts should not exceed on-half page in length, and should be informative and descriptive without delving into excessive detail.

- Need

  Only library patrons have needs. In discussing need, center on the patron. Who are your patrons and what are their needs? How were the needs assessed? Why is the current situation inadequate? What alternative solutions were considered and why was this one chosen over others? Use quantitative data whenever possible. State how many, how often, what kind. Include any relevant data based on planning studies or research.

- Objectives

  State the principal and subordinate objectives of the project. Program objectives should be clearly related to identified needs. Identify the results and benefits to be derived for library patrons. State objectives in measurable terms, if appropriate. Include any relevant data based on planning studies or research.

- Scope

  Which libraries or agencies have submitted letters of concurrence to participate? State the importance of this project to the region and the state. Show how project results might influence other library programs. To what extent is the project innovative and exemplary? What is the significance of this project to library development in Texas? Give a precise location of the project or area to be served. Maps or other graphic aids may be attached.

- Plan of Operation

  Present a clear plan of action to achieve all project objectives. Outline how the proposed work will be accomplished. Tell why you selected this approach as opposed to alternatives. Describe any unusual features of the project. Provide quantitative monthly or quarterly projections of the accomplishments to be achieved. Provide a chronological list showing the schedule of anticipated progress, accomplishments or milestones and their target dates. Describe in chart or narrative form the relationship of the project staff to one another, to library management, and the method to be used in reporting project status. What personnel, facilities, equipment, supplies , and contractual services will be needed and how will they be procured?

- Staffing

  Identify key individuals, consultants, groups and others who will work on the project along with a brief description of the nature of their effort.

Include a biographical sketch of the program director with the following information: name, address, phone number, background, and other qualifying experience for the project. Also list the names, training and background of other key personnel engaged in the project.

- Publicity

Describe your plan for publicizing the project. State who will be responsible, what contacts will be made, what type of publicity will be issued and at what time during the grant period and in the period following.

- Evaluation

Identify the kinds of data to be collected and maintained and discuss the criteria to be used to evaluate the results and successes of the project. Explain how you will determine if identified needs are being met and if the results and benefits expected are being achieved.

- Budget

In addition to the summary budget information required by Attachment D of the grant application, present a detailed, itemized budget covering all project expenditures. Show quantity, unit costs, extended costs, etc. Organize the detailed budget to fit the general categories found in Attachment D. If more than one level of funding is submitted, a detailed budget is required for each level. Budget figures must add up and cross check. Equipment service contract costs must be prorated to cover only the months of the grant year following equipment installation. Travel costs are allowable only for project personnel.

State the amount of local funding supporting this project. If in-kind support is claimed, show the method of calculation, and attach documentation from the in-kind contributor.

- Special criteria

Refer to Appendix B.

Uniform Statistical Report

Applicants are required to submit a Uniform Statistical Report stating measurable annual performance targets for the project. Not every category in the report will apply to every project; please set performance objectives for those categories that do apply. Patron needs and service objectives not categorized in the report should be stated in measurable terms in the program narrative. The report and narrative information will assist the LSCA Advisory Council in evaluating the application.

Letters of Concurrence

Signed letters of concurrence are required from all participants; however, letters are not required for each member of an organization, consortium, or system of libraries if the applicant organization represents more than one type of library.

Number of Copies

Applicants are required to submit an original and two copies of their proposal. The State Library will produce the 13 additional copies needed for the proposal reviewers. If it is possible for applicants to submit additional copies, it will be very much appreciated.

Deadline

Applications must be received at the Texas State Library by the close of business (5:00 p.m.) on March 13, 1992. Applications submitted by telefacsimile must be received by the same deadline, and in addition the original and two copies must be mailed bearing a postmark no later than March 13, 1992.

EVALUATION PROCEDURE

Role of the LSCA Advisory Council

Each LSCA Advisory Council member will receive all Title III grant applications, with a rating form for each application. However, no Advisory Council member who is associated with an applicant or an application, or who stands to benefit directly from an application will evaluate that application.

Advisory Council members may contact each other or members of the State Library staff. Council members should not discuss proposals with any applicant prior to voting on the proposal. All negotiations with the applicant will be conducted by State Library staff.

Applicants for these grants should understand that the Council will consider and assess the strengths and weaknesses of any proposal only on the basis of the proposal document submitted. Considerations of geographical distribution, demography, type of library, or personality should not influence the assessment of a proposal.

Each Council member will evaluate the proposals based on the criteria found in Appendix B. To be considered for funding an application must receive an adjusted mean score of 50 points or above. (An adjusted mean is an arithmetic mean calculated after excluding the highest and lowest scores.)

The Advisory Council may decide not to fund a proposal no matter how high a score it receives; or it may set conditions of funding, e.g., reduction of project budget, revision of project objectives, change in method of implementation. A motion not to fund or to set conditions of funding must be approved by majority vote of the council members present and eligible to vote on the application.

Role of Texas State Library staff

1. Prior to distributing the applications to the Advisory Council, the Texas State Library staff will review each application for the following:

- -- legal eligibility of the institution to participate
- -- conformance to federal and state regulations
- -- inclusion of unallowable costs
- -- errors in arithmetic or cost calculations
- -- submission of the required forms
- -- submission of required documentation
- -- other misconstructions of the guidelines

The staff will raise issues and questions regarding the need, costs, and methods of the proposals. These "staff comments" will be sent to the Council along with the applications to provide the Council with information and problems to consider.

Copies of the staff comments will also be sent to the applicants by the first of April to give the applicants an opportunity to respond in writing by April 15. Applicants may respond to errors of fact, but may not add to or supply information not found in the original application, nor modify the proposal in any way. Applicant responses will be sent to the Council.

2. The State Library staff will be available to offer technical assistance to Council members.

3. The staff will tabulate the results of the Council members' deliberations, report these back to the Council and to the applicants, and present the Council's recommendations to the Texas State Library and Archives Commission for final approval.

4. It is expected that the Council's recommendations for funding will be presented to the Commission without any contrary staff recommendations. However, in the unlikely event that the Council recommends the funding of an application which, for legal, fiscal, or other reasons, is unacceptable to the staff, a contrary recommendation will be made. The Council will be informed of this situation prior to presentation to the Commission.

5. If the Council sets conditions for funding a given application (e.g., reduction of project budget, revision of project objectives, change in implementation method), the State Library staff will enter into a negotiation process with the applicant to attempt to meet the Council's conditions for funding. A positive recommendation to the Commission will be contingent upon successfully completing these negotiations prior to the Commission meeting.

6. In the unlikely event that, for whatever reasons, the Council is unable to produce a set of recommendations for funding, the staff will use the same evaluation procedures to develop recommendations to the Commission.

Decision Making Process

Step 1: Each participating LSCA Council member will submit a rating form for each of the applications which incorporates the criteria and points provided in Appendix B of these guidelines. The State Library staff will compile all written comments, total the number of points on each form, and calculate both median and adjusted mean scores.

The applications will then be ranked according to the adjusted mean scores rounded to one decimal place.

Step 2: Starting with the highest ranked application and working toward the lowest, the staff will award grant funds until either

1) insufficient funds remain to fully fund a proposal; or
2) two or more proposals are tied, having received identical scores.

Step 3: If insufficient funds remain to fully fund the next application, the staff will negotiate with the applicant. The staff will describe the situation to the applicant, explaining that their proposal is next in line to be funded, but the requested amount of money is not available. The applicant could either

1) agree to accept the lesser amount and complete the project as stated in the proposal, or recommend a reduction in the level of activity to be conducted:

   a) if the reduction of activity is acceptable to the staff, that applicant will be awarded the lesser amount.

   b) if the reduction in activity is unacceptable to the staff and negotiations are at a standstill, that applicant will be awarded no funds. Staff will then consider the next proposal on the list and negotiate with them, if necessary.

2) not agree to reduce the amount requested (staff would then consider the next proposal on the list).

Step 4: In the event that ties occur in the ranked listing of applicants, the following procedures will be followed.

1) In the case of two proposals tied with the same score:

   a) if there are sufficient funds available to award grants to both applications, this will be done;

   b) if there are not enough funds to award grants to both applicants, the staff will initiate negotiations with the applicant requesting the least amount of money. The negotiations will proceed as detailed in Step 3. Should negotiations with both of the tied applicants prove unsuccessful, staff will go to the next proposal on the list.

2) In the case of more than two proposals tied, the decision will be referred back to the LSCA Advisory Council for resolution. The Council members who participated in the process will receive the set of alternative decisions which could be made with the funds available. They will rank these alternatives in the order of desirability. These ranks will be compiled and the alternative(s) with the highest median score will be awarded funds. This process will probably be conducted by a mailing to the Council members outlining the decisions to be made and by telephoning the members to obtain their ranking recommendations. Should this process break down, the TSL staff will exercise its judgment in making the award.

Step 5: The announcement of the grant recommendations, together with reviewer scores and comments, will be sent to the applicants, the LSCA Advisory Council, and other interested persons.

Step 6: The funding recommendations will be presented to the Texas State Library and Archives Commission for approval in an open meeting prior to the first of September.

CONTRACTS

There are three types of Title III contracts administered by the Texas State Library. A subgrant contract is an agreement between the Texas State Library and a city or county government specifically authorized by Texas Civil Statutes, Government Code, Chapter 441, Sec. 441.006(b)(3,4). An interagency contract is an agreement between the Texas State Library and another state agency or state college or university authorized under Texas Civil Statutes, Article 4413(32), Interagency Cooperation Act. A service contract is an agreement between the Texas State Library and a private organization, firm, or individual for reimbursement of services performed under the terms of the contract.

The Texas State Library reserves the right to issue the type of contract which best serves the interests of the Title III Grant Program. If it is possible to reduce costs or streamline the administration of the project by issuing the contract to a different organization than was specified in the application, the State Library reserves the right to do so.

ATTACHMENTS

Appendix A:	Checksheet
Appendix B:	Evaluation Criteria

LSCA TITLE III

EVALUATION CRITERIA

The following criteria will be used by the LSCA Advisory Council to evaluate Title III proposals. For several criteria, a range of points has been indicated. Where there is no range of points indicated, a proposal will be credited with all or none of the points. The total number of points is 100.

In evaluating proposals, reviewers will judge the quality of the application submitted; points will generally not be awarded for merely submitting all required proposal components.

To be considered for funding an application must receive an adjusted mean score of 50 or above. (An adjusted mean is an arithmetic mean calculated after excluding the highest and lowest scores.)

Abstract (2 points)

	0 - +2	Abstract is brief, clear and interesting. States name of applicant, identifies problem, states objectives, describes methods, shows costs.

Need (14 points)

a.	0 - +4	stated patron needs are significant
b.	0 - +2	methods used to determine needs are reasonable
c.	0 - +3	explanation of inadequacy of current responses is convincing
d.	0 - +3	alternative solutions have been adequately considered
e.	0 - +2	convincingly describes how the selected alternative will help meet needs

Objectives (9 Points)

a.	0 - + 3	clear and adequate statement of principal and subordinate program objectives
b.	0 - + 3	objectives are closely related to identified needs
c.	0 - + 3	attaining objectives will result in significant patron benefits

Scope (14 points)

a.	0 - +2	clear statement of which libraries or agencies are to be involved, and in what way; and, if applicable, letters of concurrence from all participants supplied

b.	0 - +4	potential for other areas or groups to use knowledge gained by the project
c.	0 - +5	significance of the project for library development in Texas; points will be given in the following order: 5 statewide 3 regional 1 local 0 insignificant
d.	0 - +3	degree to which project is innovative and exemplary

Operation Plan (16 points)

a.	0 - +4	clearly and convincingly describes how project objectives will be achieved and the sequence of events
b.	0 - +3	displays thoroughness and understanding in describing the personnel, facilities, equipment, supplies, and contractual services needed for the project and methods of procurement
c.	0 - +2	clear and adequate organization chart or narrative describes the relationship of project staff to one another and to library management structure
d.	0 - +2	description of the method of reporting project status to governing authority is reasonable
e.	0 - +5	a timeline specifying when critical events must be completed is reasonable and complete. Activities can be accomplished within timeframe specified.

Staffing (7 points)

a.	0 - +4	project manager is designated and well qualified
b.	0 - +3	project staffing is appropriate, justified, and qualified

Publicity Plan (2 points)

0 - +2	adequate plan for publicizing the project

Evaluation Plan (9 points)

a.	0 - +3	includes measurable objectives which are appropriate and complete
b.	0 - +3	methods of collecting data are reasonable and adequate

c. 0 - +3 evaluation plan will determine if expected results and benefits are being achieved

Budget (17 points)

a. 0 - +4 degree to which all aspects of the budget are justified, appropriate and adequate for the tasks proposed

b. 0 - +3 budget is detailed and itemized for all project expenditures

c. 0 - +4 degree to which costs are appropriate to amount of services provided; cost per unit of service is reasonable

d. 0 - +2 budget totals are arithmetically correct and cross check

e. 0 - +4 degree of local funding support (direct and in-kind)

Local funding support is not a requirement of the Title III Grant Program; however, points will be given to applicants demonstrating local commitment, as expressed by the percent of local funds to federal funds.

+0	0 - 25	percent of federal funds
+1	26 - 50	percent of federal funds
+2	51 - 75	percent of federal funds
+3	76 - 100	percent of federal funds
+4	101 -	percent of federal funds

Special Criteria for Automation/Non-Automation Projects (10 points)

For library automation projects only (10 points):

a. 0 - +4 degree to which the five year project plan is complete, adequate, and reasonable. Plan should include needs, goals, objectives, tasks, and expected benefits; an evaluation of collection sizes, strengths, and overlaps; projected collection growth and service area growth; retrospective conversion; number of titles in machine readable form; patron and item conversion/labelling; hardware and software needs and support; telecommunications; site preparation; administration and staffing; staff training; capital and operating costs; governance structure for the project; cost allocation formulas; and timeline. Participating libraries must also have written five year plans.

b. 0 - +3 adequate funding beyond the grant period has been arranged through signed formal agreements between each participant's governing authority committing or intending to commit sufficient funds to maintain, operate and staff the automated system for five years, according to the resource requirements of the five year project plan.

c. 0 - +3 extent to which the resource sharing objective of the Title III program has been met through a reciprocal borrowing services agreement among all participants for projects involving shared or linked systems; or through a limited reciprocal borrowing agreement for projects involving only a union catalog (e.g., CD-ROM). The agreement covers a five year time period beginning with the first year of the grant.

For non-automation projects only (10 points):

d. 0 - +10 degree to which the proposal meets the objectives of the State Library's Automation and Resource Sharing Plan.

TEXAS STATE LIBRARY

PROJECT ADMINISTRATION GUIDELINES AND STANDARD GRANT APPLICATION FORMS

SFY 1993

September 1, 1992 - August 31, 1993

PROJECT ADMINISTRATION GUIDELINES

Applicants who receive any of the following grants will be required to administer the grant project according to the policies and procedures outlined in this document:

Interlibrary Cooperation (Title III)
Public Library Establishment
Public Library Services to Disadvantaged Populations
Major Urban Resource Libraries (MURLs)

The Library Development Division of the Texas State Library has prepared a Grants Procedures Manual for the purpose of orienting subgrantees to the reporting, financial, contractual, and auditing requirements of Texas State Library grants. All recipients of Texas State Library grants will receive a copy of the manual.

Basic Cost Principles

Office of Management and Budget Circular A-87 *Costs Principles for State and Local Governments* sets forth the guidelines and policies governing costs applicable to grants with state and local governmental units.

Allowable Costs

The following allowable costs may be charged to the grant:

- ACCOUNTING
- ADVERTISING
- ADVISORY COUNCIL
- AUDIT SERVICES
- BONDING
- BUDGETING
- BUILDING LEASE MANAGEMENT
- CENTRAL STORES
- COMPENSATION FOR PERSONAL SERVICES
- COMMUNICATIONS
- DEPRECIATION AND USE ALLOWANCE
- DISBURSING SERVICE
- EMPLOYEE FRINGE BENEFITS
- EMPLOYEE MORALE, HEALTH AND WELFARE COSTS
- EXHIBITS
- LEGAL EXPENSES
- MAINTENANCE AND REPAIR
- MATERIALS AND SUPPLIES
- MEETINGS AND CONFERENCES
- MEMBERSHIPS, SUBSCRIPTIONS AND PROFESSIONAL ACTIVITIES
- MOTOR POOLS
- PAYROLL ADMINISTRATION
- PERSONNEL ADMINISTRATION
- PRINTING AND REPRODUCTION
- PROCUREMENT SERVICE
- REFERENCE MATERIAL
- TAXES
- TRAINING AND EDUCATION
- TRANSPORTATION
- TRAVEL

Budget Form

Allowable costs may be listed on the Budget Information Form. This form provides the Texas State Library with information regarding the anticipated expenditures for the proposed grant project. An example of a completed Budget Information Form is displayed in Exhibit A.

Unallowable Costs

An unallowable cost is any cost which cannot be charged to the grant. These costs include:

- BAD DEBTS
- CONTINGENCIES
- CONTRIBUTIONS AND DONATIONS
- ENTERTAINMENT
- FINES AND PENALTIES
- GOVERNOR'S EXPENSES
- INTEREST AND OTHER FINANCIAL COSTS
- LEGISLATIVE COSTS
- UNDERRECOVERY OF COSTS UNDER GRANT AGREEMENTS - any excess costs from one grant are not chargeable to another grant

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Prior Approval Costs

A prior approval cost is a cost for which the grantee must obtain written permission from the Texas State Library before committing or expending funds. These costs include:

- AUTOMATIC DATA PROCESSING [*Hardware, Software, Services, Leases*]

- BUILDING SPACE AND RELATED FACILITIES
  a) rental costs
  b) maintenance
  c) rearrangements and alterations
  d) depreciation and use allowance on publicly owned buildings
  e) occupancy of space under rental-purchase or a lease with option to purchase

- CAPITAL EXPENDITURES [*Items Costing $300 or More Per Unit*]

- INSURANCE AND INDEMNIFICATION [*For Grant Purchased Equipment*]

- MANAGEMENT STUDIES

- PREAGREEMENT COSTS

- PROFESSIONAL SERVICES [*Identify Regardless of Cost*]

- PROPOSAL COSTS

Obtaining Prior Approval

All prior approval costs must be listed on the Prior Approval Costs Form. If approved, these costs will be included in the grant. An example of a completed Prior Approval Costs Form is displayed in Exhibit B.

In some cases, additional justification, documentation, or other specific information may be required to secure prior approval. This may occur specifically when requesting approval for data processing costs. Requests for approval of data processing costs (hardware, software, services, leases) of $10,000 or more require the submission of bid specifications.

Obtaining Prior Approval Cont'd.

During the grant year, grantees may request permission from the State Library for prior approval costs not listed in the grant agreement. Upon receipt of a written request, the State Library will amend the grant agreement to allow the expenditure, if appropriate.

Consulting services procured under the terms of a service contract, require a finding of fact by the Governor's Office that a need exists for these services. This requirement is effective only when consulting services will exceed $10,000 per year.

Matching Standards

Matching support may be in the form of cash or in-kind services. Those claiming matching funds should document their calculations of in-kind contributions. Volunteer services may be counted as cost sharing or matching if the service is an integral and necessary part of an approved program. Time and attendance records must be kept if the services are to be considered part of the cost sharing or matching support.

Time and Attendance Records

The subgrantee must retain time and attendance records for reimbursement of personnel services. Reimbursement of prorated personnel services may be charged to the grant account if the percentage of time expended on the grant program is clearly specified on the time and attendance records. Where subgrantees do not have an established method to document time and attendance records, Form 391-1 (Exhibit C) should be used.

Record Retention

The subgrantee must maintain financial records and other evidence pertaining to all costs incurred and revenues or other applicable credits in accordance with generally accepted accounting principles. Records must be retained for a period of five (5) years and shall be made available to the Secretary of Education and the Comptroller General of the United States and the State of Texas or their duly authorized representatives for the purpose of audit and examination of any books, documents, papers and records of the subgrantee at all reasonable times during the five year period.

Indirect Costs

If a subgrantee has an indirect cost plan or cost allocation plan on file, the subgrantee may be reimbursed for indirect costs based on the approved rate. However, if there is no plan currently in effect, the subgrantee may use a lump sum for overhead based on the Indirect Cost Computation Table in Exhibit D.

Program Income

Program income is defined as gross income earned by the grantee from grant supported activities. Program income must be added to grant funds and reported in the quarterly Financial Status Report, Form 269. All program income must be expended or obligated by the end of the grant period, August 31, 1993. Program income earned after October 31, 1993 may be retained by the grantee; there are no reporting requirements to the Texas State Library.

Requesting Grant Payments

The Request for Advance or Reimbursement (Form 270) is used to request grant payment if the grantee is a city or county. Other grantees will use the State of Texas Purchase Voucher to request grant payments. Subgrantees are encouraged to request payments at least monthly.

Cash Management Procedures

Grant payments may be requested in advance of actual disbursements. The amount requested must be limited to the minimum amount needed to meet actual, immediate cash requirements. It is important to time advances so that cash will be received shortly before its actual disbursement.

Grantees who are unwilling or unable to establish procedures to minimize the time between drawdown and disbursement of advances will be restricted to reimbursement only.

Interest On Grant Funds

All grant funds should be deposited in an interest bearing account. Interest earned on these funds, must be returned to the Texas State Library. However, during the grant year, $100 of interest may be retained by the grantee to cover administrative costs. Interest in excess of $100 shall be remitted promptly, but at least quarterly.

Financial Status Reports

Financial Status Reports (Form 269 must be submitted to the Texas State Library according to the following schedule:

Reporting Period	Due Date
September 1 - November 30	December 31, 1992
December 1 - February 28	March 25, 1993
March 1 - May 31	June 25, 1993
June 1 - August 31	September 24, 1993
September 1 - October 31	October 31, 1993

Evaluation Reports and Statistical Reports

Subgrantees must also submit two program evaluation reports and two Uniform Statistical Reports on forms provided by the State Library. These reports will provide the State Library with information regarding the progress made toward meeting project objectives. Performance measures should be based on the measurable objectives stated in the grant application.

These reports are due at the State Library according to the following schedule:

Reporting Period	Due Date
September 1 - February 28	March 25, 1993
March 1 - August 31	September 24, 1993

Grant recipients are encouraged to submit the Uniform Statistical Report by March 5 and September 6. Early submission will assist the State Library in preparing its statistical report to the Texas legislature.

Budget Revision Procedures

The subgrantee must write the Texas State Library and request a budget revision when any of the following conditions exist:

- The project's scope or objectives are changed.
- Cumulative transfer(s) of funds among direct cost categories exceed ten percent (10%) of the total budget when the total grant budget is $100,000 or more.
- A projected expenditure of grant funds involves a cost requiring prior approval from the State Library.

Such changes, if approved, involve modification of the original contract through a letter of concurrence signed by the appropriate Texas State Library official and an official of the subgrantee. Scope changes do not require a letter of concurrence.

Property Management

Property can only be acquired if authorized in the grant agreement or in a budget revision. The following guidelines summarize the major rules governing property management:

- Each project must maintain and submit an inventory of all non-expendable personal property having a unit acquisition cost of three hundred dollars ($300) or more and having a useful life of more than one year. A report of all equipment purchased with grant funds (items costing $300 or more) should be filed by October 31, 1993.
- All equipment purchases must have prior approval of the Texas State Library. Proposed equipment purchases must be listed on the Prior Approval Costs Form (Exhibit B).

Procurement

The grantee's existing procedures for procurement of supplies, equipment and services will be acceptable, providing that they conform to the *Common Rule for Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments*.

Bid specifications must be submitted for data processing costs resulting in expenditures of $10,000 or more ($5,000 or more if the grantee is a city or county with a population of less than 50,000), before approval will be granted to encumber or expend grant funds.

For the purpose of budgeting, applicants may select a vendor and list its services and costs in the proposal. Approval of the application does not, however, constitute approval of that vendor. An open procurement process must be followed to receive the prior approval necessary to encumber or expend grant funds.

Audit of Grant Funds

An audit will be required to verify that all grant funds were expended and/or obligated as of August 31, 1993, in accordance with the terms of the contract and that all obligations were liquidated before October 31, 1993 when the final Financial Status Report is due.

Cities and counties are required to include the audit of grant funds in the city/county-wide single audit. This requirement must be met if the entity received $25,000 or more in federal funds during the fiscal year. Other grantees, e.g., a non-profit entity, may utilize the single audit procedure if desired. Otherwise the the project audit procedure must be used.

Recipients of interagency contracts must audit grant funds as part of their agency audit conducted by the State Auditor, and submit the audit report within 30 days of receipt.

Expenditures may be charged against the grant only if they conform to the approved grant application and are for reimbursement of expenses incurred or obligated during the grant period. Grant funds may not be expended or encumbered after August 31, 1993. Unless specified in the contract, grant funds shall not be expended or obligated prior to September 1, 1992. The final Financial Status Report must be filed by October 31, 1993.

The audit report must:

1. Identify expenditures by the categories specified in the contract.
2. Identify the maximum allowable expense for indirect costs, if any, as determined by the indirect cost rate specified in the contract.
3. Identify the amount of interest earned on grant funds, if any. All interest earned, in excess of $100, must be refunded to the Texas State Library at the completion of the audit. (Does not apply to service or interagency contracts).
4. Stipulate the amount of program income earned as a result of the grant and verify that the income was properly credited to the grant account. Unexpended program income must be refunded to the Texas State Library at the completion of the grant. (Does not apply to service or interagency contracts).
5. Be submitted to the State Library by February 1, 1993 (project audits) or within 12 months following the local fiscal year during which the grant was received (single audits).
6. Be submitted to the Bureau of Census within 30 days of issuance if the grant was $100,000 or more.

Audit Exceptions and Appeals

Any audit exceptions will result in grant refunds to the Texas State Library. If a subgrantee wishes to appeal an audit exception the procedure outlined Exhibit E should be followed.

Publishing and Copyright

Any publication or presentation resulting from or primarily related to the work conducted under this contract shall contain the following disclaimer:

> *The activity which is the subject of this report was supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the U.S. Department of Education and no official endorsement by the U.S. Department of Education should be inferred.*

Promotional materials, bibliographies, and other such short pieces should give the following acknowledgment:

Disadvantaged, Establishment, MURLs, and Project Partners Grants

> *Published with funds granted by the Texas State Library under Title I of the Library Services and Construction Act, as amended.*

Interlibrary Cooperation Grants (Title III)

> *Published with funds granted by the Texas State Library under Title III (Interlibrary Cooperation and Resource Sharing) of the Library Services and Construction Act, as amended.*

Grant Close-Out Procedures

- Funds must be expended and/or encumbered by August 31, 1993 the project's ending date.
- All services, except the audit, must be completed by August 31, 1993.
- All encumbrances as of August 31, 1993 must be liquidated by October 31, 1993.
- The final evaluation report is due at the Texas State Library on September 24, 1993.
- By October 31, 1993 the final Financial Status Report is due to the Texas State Library.
- A listing of all grant purchased equipment is due by October 31, 1993.

Debarment and Suspension

A grantee, who has been "debarred" or "suspended" from federal and/or state financial assistance programs and activities, is ineligible to receive a grant from the Texas State Library. All parties contracting with the State Library will be required to certify that they have not been debarred or suspended.

Contact Persons

Questions regarding these guidelines should be directed to:

Sharon Conable
Grants Administrator
Texas State Library
Library Development Division
Box 12927/Capitol Station
Austin, Texas 78711
(512) 463-6626

Questions regarding the program narrative, project planning, or program content should be directed to the project manager for the individual grant program.

BASIC STATE PLAN

LIBRARY SERVICES AND CONSTRUCTION ACT

BASIC STATE PLAN

SFY 1992

Texas State Library

Library Development Division

Department of Education
Office of Library Programs

CERTIFICATION

The State of Texas submits the BASIC STATE PLAN (State - Federal Agreement) in accordance with the provisions of the Library Services and Construction Act, as amended, and in accordance with applicable regulations, with the Cerfiticate of Appropriate State Legal Officer.

Submitted by: Texas Library and Archives Commission (Name of State Agency) on March 22, 1991 (Date)

By: Wm D Gooch (Signature of Authorized Official)   Director and Librarian (Title)

FOR ED USE ONLY	DATE ON WHICH PLAN OR AMENDMENT IS EFFECTIVE: October 31, 1991	
APPROVAL RECOMMENDED	SIGNATURE OF DIRECTOR, LP	DATE
APPROVED	SIGNATURE OF ASSISTANT SECRETARY, OERI	DATE

BASIC STATE PLAN
(State-Federal Agreement)

Library Services and Construction Act, as amended
Authority: 20 U.S.C. 351 et. seq., unless otherwise noted

The Texas State Library and Archives Commission
(Officially designated State Library Administrative Agency)
of the State of Texas (hereinafter referred

to as "the State Agency") agrees and assures that the Basic State Plan serves as an agreement between the State Agency and the Federal Government under the Library Services and Construction Act, as amended (hereinafter referred to as "the Act"), and that Federal funds requested for the fiscal years 1992 through 1994 will be administered in accordance with the following provisions:

1. The State Agency assures that:

   a. It has and will use adequate fiscal and legal authority to administer or supervise the administration of programs authorized by the Act as described in the attached Certificate of Appropriate State Legal Officer.

   b. It has and will use fiscal control and accounting procedures that will assure proper disbursement of, and accounting for, the Federal funds paid to the State, including any funds it pays to other public agencies or to nonprofit private agencies, under the Act.

   c. (1) It will develop its long-range program and its annual program in consultation with the U.S. Secretary of Education (the Secretary) and with the advice of the State Advisory Council on Libraries.

      (2) It will submit to the Department of Education:

      (a) the long-range program, on or before October 1, 1991, and (b) the annual program and the annual amendments to the long-range program, prior to

d. Any funds paid to the State Agency in accordance with its long-range program and annual program will be spent solely for the purposes for which they were authorized and appropriated.

e. It will make reports, including reports of evaluations, in such form and containing such information as the Secretary may reasonably require to carry out the Secretary's function under the Act and to determine the extent to which funds provided under the Act have been effective in carrying out its purposes, including reports of evaluations made under the State plan.

f. It will keep records that verify reports submitted to the Secretary and will give the Secretary such access to these records as the Secretary finds necessary to assure the correctness of the reports submitted.

g. Libraries within the State will not discriminate on the basis of race, religion, age, gender, national origin, or handicapping condition in providing space for public meetings.

h. It will include in its long-range program a description of the State's identified present and projected library needs, and will specify its established policies, priorities, criteria, and procedures necessary to the implementation of all programs in which the State will participate under the provisions of the Act, and which are incorporated by reference in this Basic State Plan.

i. It will include in its long-range program its policies and procedures for coordinating its library programs and projects with library programs and projects of institutions of higher education or local elementary or secondary schools, and with other public or private service programs, as well as including a statewide resource sharing plan.

j. It has established a State Advisory Council on Libraries pursuant to the requirements of Section 3(8) of the Act.

k. Federal funds received under Titles I and II of the Act, and expended by the State Agency for administrative costs in connection with programs and activities carried out under Titles I, II and III, will not exceed the greater of (1) 6 per cent of the sum of the amounts allotted to the State under Titles I, II, and III for such fiscal year, or (2) $60,000.

l. Priority will be given to programs or projects that:

(1) Improve access to public resources and services for the least served population in the State, including programs for individuals with limited English-speaking proficiency or handicapping conditions, and programs and projects in urban and rural areas;

(2) Serve the elderly;

(3) Are designed to combat illiteracy; and

(4) Increase services and access to services through effective use of technology.

m. It will make its State Plan available to the public as finally approved by the Secretary.

n. It will comply with the requirements of the Act, other applicable Federal statutes, the program regulations at 34 CFR Part 770, and the applicable regulations of Education Department General Administrative Regulations (EDGAR), at 34 CFR Parts 76, 77, 79, 80 and 85.

2. Each program, project, or activity that receives Federal funds under the Act will be administered and operated in accordance with the paragraphs in item 1 (The State Agency assurances) of this Agreement.

3. The State Agency recognizes and agrees that Federal financial assistance will be extended in consideration for, and reliance on, this State-Federal Agreement, and that the United States has the right to seek administrative and judicial enforcement of this Agreement.

Texas Library & Archives Commission
(State Library Administrative Agency)

Wm D Gooch
(Signature of Authorized State Agency Official)

Box 12927, Austin, TX. 78711
(Address)

Director and Librarian
(Title)

March 22, 1991
(Date)

CERTIFICATE OF APPROPRIATE STATE LEGAL OFFICER

I hereby certify that Texas State Library & Archives, (Name of State Agency) Texas (Name of State) is the sole State Agency with authority under State law to develop, submit, and administer or supervise the administration of the State plan under the Library Services and Construction Act, as amended; that William D. Gooch (Name of Authorized State Agency Official) is the officer authorized to submit the State plan for the named State Agency; that the State Treasurer or no other (title of Officers other than State Treasurer) has authority under State law to receive, hold, and disburse Federal funds under the State plan; and that all provisions contained in the plan are consistent with State law.

Dan Morales

(Signature, Attorney General or Other
State Legal Officer)

TEXAS ATTORNEY GENERAL

(Title)

4/17/91

(Date)

GENERAL CRITERIA

Applicable to All Annual Program Proposals

The Texas State Library will give priority considerations to proposals which meet any of the criteria listed below.

A. **Geographic areas which serve urban or rural areas with high concentrations of low income families.**

   1. Regions in Texas with an incidence of poverty greater than the national average of 10% for families as taken from the 1980 U.S. Census.

   2. Regions in Texas with an incidence of black Americans greater than the national average of 11.7% as taken from the 1980 U.S. Census.

   3. Regions in Texas with an incidence of elderly below the poverty level greater than the national average of 15.7%, as taken from the 1980 U.S. Census.

   4. Regions qualified under the Public Works and Economic Development Act of 1965 (42 U.S.C. 3161) Section 401 with one or more of the following characteristics:

      a. Substantial and persistent unemployment
      b. Low median family income
      c. Indian Reservations or trust, or restricted Indian-owned land
      d. Unusual and abrupt rise in unemployment resulting from the loss, removal, curtailment, or closing of a major employment source
      e. Special impact area
      f. Decline in per capita employment
      g. Substantial unemployment

B. **Geographic areas which serve regions with high concentrations of persons of limited English speaking ability defined as regions in Texas with a population of Spanish Origin greater than the national average of 6.4%, as taken from the 1980 U.S. Census.**

C. **Geographic areas which seek to establish, reorganize into larger units, or improve public library services in areas without library services or with limited library services.**

   1. Regions without free public library service or where there is no public library that has been supported with public funds during the preceding three years.

   2. Regions with inadequate public library services which do not meet the appropriate standards for library services as set forth in one of the following (these are also applicable to A and B above):

      a. *Rules and Regulations for the Department of Education, Office of Educational Research and Improvement, Education Division General Administrative Regulations (EDGAR), Code of Federal Regulations, Title 34, Parts 74, 76, and 80.*

b. *Rules and Regulations for Public Library Construction, Library Services and Interlibrary Cooperation, Code of Federal Regulations, Title 34, Part 770.*

c. *Minimum Standards for Public Library Systems*, American Library Association, 1967. All standards except numbers 14, 49-55, and 57-59.

d. *Guidelines for Audiovisual Materials and Services for Large Public Libraries*, American Library Association, 1975. All criteria.

e. *Interim Standards for Small Public Libraries*, American Library Association, 1967; guideline for space requirement, page 15.

f. *Texas Library Association Standards and Guidelines for Texas Public Libraries 1983*, Texas Library Association, 1983. All criteria.

D. **Persons who are unable to utilize public library outlets**

1. Physically handicapped persons (including the blind and visually handicapped).

   a. These persons will be certified by a competent authority as unable to read or to use conventional printed materials as a result of physical limitations for purposes of eligibility for this service. These authorities shall include doctors, social workers, librarians, or other similar competent professional representatives or agencies that serve the clientele regularly.

   b. According to American Federation for the Blind estimates, 1.4% of the general population is eligible for these services; it is assumed that a maximum of 50 percent of the eligible population will be interested in these services.

   c. The adequacy of services to blind and physically handicapped persons will be determined by *Revised Standards and Guidelines of Service for the Library of Congress Network of Libraries for the Blind and Physically Handicapped*, American Library Association, 1984.

2. The residents of institutions that are operated by an agency or department of the State of Texas. The adequacy of such services will be judged against the following:

   a. *Standards for Libraries at Institutions for the Mentally Retarded.* American Library Association; (1981); Resource Measures, Standard 3.3.1.

   b. *Library Standards for Juvenile Correctional Institutions.* American Correctional Association and American Library Association, 1975; Resource Measures, Standard 2.3.3.1

c. *Library Standards for Adult Correctional Institutions*. ALA/ACA Joint Committee on Institutional Libraries, 1981; Resource Measures, Standard 2.3.4.1.

E. **Hearing-impaired persons who need assistance in using public library outlets.**

1. According to the Texas Commission for the Deaf, as of 1986, there were 1,101,012 Texans with hearing impairments of all degrees, including 145,000 profoundly deaf.

2. Although basic library services to these persons are the same as those offered to the general public, specially trained library staff and such devices as teletypewriters and reading machines help improve access and utilization greatly.

F. **Adults with special learning needs.**

1. From the 1980 U.S. Census it is estimated that of the 7,938,271 Texans over the age of 25, 1,715,109 have completed less than 9 years of schooling.

2. The Census also indicates that 38.6% of the population 25 years of age and older lack high school diplomas.

G. **Adults 65 years old and over.**

1. Based on 1986 population estimates by the Texas Department of Commerce, *Projections of the Population of Texas and Counties in Texas by Age, Sex, and Race/Ethnicity*, 1,665,350 Texans or 9.98% of the population is 65 and over.

2. Priority will be given to proposals addressing persons unable to utilize public library facilities, persons who need assistance in using public libraries or require special library materials, and to persons who have other special needs.

H. **Major urban resource libraries offering services to persons living outside local political subdivisions that financially support these libraries.**

1. Public libraries located in Texas cities of at least 100,000 persons and having collections of at least 100,000 book volumes, may qualify for assistance.

2. Libraries must provide reference services and on-site use of the collection to non-residents without charge. Verification of such on-site collection use will be required.

3. Libraries Meeting Criteria:

   - Abilene
   - Amarillo
   - Arlington
   - Austin
   - Beaumont
   - Brownsville
   - Corpus Christi
   - Dallas
   - El Paso
   - Fort Worth
   - Garland
   - Houston
   - Irving
   - Lubbock
   - Odessa
   - Pasadena
   - Plano
   - San Antonio
   - Waco

4. Geographic Area Served: Entire state of Texas.

5. Service Area Defined: The service area of each MURL is the area outside the city and county that financially supports the library and may include persons from other regions (systems) of the state.

I. Public library construction grants to insure adequate access and facilities.

1. According to a 1988 building survey of public library buildings, over 12.1 million Texans, 86% of the population served by the respondents, do not have access to adequate library facilities.

2. Only twenty libraries serving populations of 10,000 or over were found to meet Texas Library Association Standards.

3. The survey also indicated that within the next five years, 4,805,197 square feet of library space would have to be added to existing buildings to meet Texas Library Association Standards.

FY-92 Certification Regarding Drug-Free Workplace Requirements
States and State Agencies

This certification is required by the regulations implementing the Drug-Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. The regulations, published in the May 25, 1990 Federal Register required certification by grantees, prior to award, that they will maintain a drug-free workplace. Section 85.630(c) of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. The certificate set out below is a material representation of fact upon which reliance will be placed when the agency determines to award the grant. False certification or violation of the certification shall be grounds for suspention of payments, suspension or termination of grants, or government-wide suspension or debarment (see 34 CFR part 85, Sections 85.615 and 85.620)

A. The grantee certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an ongoing drug-free awareness program to inform employees about -

(1) The dangers of drug abuse in the workplace;
(2) The grantee's polity of maintaining a drug-free workplace;
(3) Any available drug counseling rehabilitation, and employee assistance program; and
(4) The penalties that may be imposed upon employees for drug abuse violations occuring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occuring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, ten calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U.S. Department of Education, 400 Maryland Avenue, S.W. (Room 3124, GSA Regional Office Building No. 3), Washington, DC 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the sites(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check ☐ if there are workplaces on file that are not identified here.

Organization Name
Texas State Library

Name and Title of Authorized Representative
William D. Gooch, Director and Librarian

Signature
Wm D Gooch

Date
September 16, 1991

States electing to exclude certain State agencies from the statewide certification append to this form a list of the agencies not covered by the terms of this certification.

ED 80-0012 5/90 (Replaces ED 80-0006 which is obsolete)

Drug-Free Awareness Program

The Texas State Library will establish a drug-free awareness program for employees in order to educate them about the dangers of drug abuse in the workplace. The Texas State Library will provide employees with information to warn about the dangers of drug abuse. It will provide a copy of the Texas State Library's drug-free workplace policy as well as penalties for violating said policy to all employees. The Personnel Office has information available regarding drug counseling, drug rehabilitation, and employee assistance programs for employees.

Employee Responsibilities

As a condition of employment, every employee will:

- Abide by the terms of this policy, and
- Notify the Texas State Library of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Federal Notification

The Texas State Library, shall, within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction, notify the appropriate Federal Agency of such conviction.

Personnel Actions

Within thirty (30) days of receiving notice of the conviction, the Texas State Library will:

- Take appropriate personnel action against such an employee, up to and including termination; or
- Require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program selected by the Texas State Library and approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency. (Also see: Drug-free Workplace Act of 1988 - Policy)

Policy

The Texas State Library will provide a drug-free workplace in compliance with Public Law 100-690, Title V, Subtitle D of The Drug-Free Workplace Act of 1988. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on the premises of the Texas State Library or any of its facilities. Any employee who violates this prohibition will be subject to disciplinary action up to and including termination.

Employee Responsibilities

All employees, as a condition of employment, will:

- comply with this policy, and
- notify the Texas State Library of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Federal Notification

The Texas State Library, shall, within ten (10) days after receiving notice from an employee or otherwise receiving actual notice of such conviction, notify the appropriate Federal Agency of such conviction. (Also see: Drug-free Workplace Act of 1988 - Procedures)

Certification Regarding
Debarment, Suspension, Ineligibility and Voluntary Exclusion
Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, Section 85.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211). Copies of the regulations may be obtained by contacting the person to which this proposal is submitted.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTIONS ON REVERSE)

(1) The prospective lower tier participant certifies by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

William D. Gooch, Director and Librarian

Name and Title of Authorized Representative

Wm D Gooch

Signature

March 22, 1991

Date

Name of Subgrant Project

1992

SFY

Certification Regarding Lobbying For Grants and Cooperative Agreements

Submission of this certification is required by Section 1352, Title 31 of the U.S. Code and is a prerequisite for making or entering into a grant or cooperative agreement over $100,000.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact on which the Department of Education relied when it made or entered into this grant or cooperative agreement. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Texas State Library	Library Services and Construction Act, Title I
Organization Name	PR/Award (or Application) Number or Project Name

William D. Gooch, Director and Librarian
Name and Title of Authorized Representative

	March 22, 1991
Signature	Date

Certification Regarding Lobbying For Grants and Cooperative Agreements

Submission of this certification is required by Section 1352, Title 31 of the U.S. Code and is a prerequisite for making or entering into a grant or cooperative agreement over $100,000.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact on which the Department of Education relied when it made or entered into this grant or cooperative agreement. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Texas State Library	Library Services and Construction Act, Title II
Organization Name	PR/Award (or Application) Number or Project Name

William D. Gooch, Director and Librarian
Name and Title of Authorized Representative

Wm D Gooch	March 22, 1991
Signature	Date

ED 80-0008 12/89

Certification Regarding Lobbying For Grants and Cooperative Agreements

Submission of this certification is required by Section 1352, Title 31 of the U.S. Code and is a prerequisite for making or entering into a grant or cooperative agreement over $100,000.

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, 'Disclosure Form to Report Lobbying,' in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact on which the Department of Education relied when it made or entered into this grant or cooperative agreement. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

Texas State Library	Library Services and Construction Act, Title III
Organization Name	PR/Award (or Application) Number or Project Name

William D. Gooch, Director and Librarian
Name and Title of Authorized Representative

Wm D Gooch	March 22, 1991
Signature	Date

ED 80-0008 12/89

Library Services and Construction Act Advisory Council on Libraries

Jo Anne M. Truitt-Moore, Chair
Dallas Independent School District
Box 72/3700 Ross Avenue
Dallas, Texas 75204-5491
Term expires 9-91

E. Dale Cluff, Vice Chair
Director of Libraries
Texas Tech University
Lubbock, Texas 79409-0002
Term expires 9-91

Steven L. Brown
Director
Brazoria County Library System
412 N. Front
Angleton, Texas 77515
Term expires 9-92

Herbert Canales
Director
Corpus Christi Public Library
805 Comanche
Corpus Christi, Texas 78401
Term expires 9-93

Luis Chaparro
Director
Learning Resources
El Paso Community College
P.O. Box 20500
El Paso, Texas 79998
Term expires 9-91

Kathy Dickson
907 Josephine
Sweetwater, Texas 79556
Term expires 9-91

Anita Medina
P.O. Box 971
Zapata, Texas 78076
Term expires 9-93

Dianna Pickens
Education Director
Austin State Hospital
Patient Education Building #631
Austin, Texas 78751
Term expires 9-91

Becky Sullivan
Terrell Public Library
301 North Rockwall
Terrell, Texas 75160
Term expires 9-92

Steve Tompkins
609 West 9th Street
Austin, Texas 78701
Term expires 9-93

Herman Totten
Professor
School of Library & Information Sciences
University of North Texas
P.O. Box 13796
Denton, Texas 76203-3796
Term expires 9-93

Judy Traylor
Director
Audit & Development Education
Northeast Texas Community College
Mount Pleasant, Texas 75455
Term expires 9-93

Maria Wells
Curator of Italian Collection
Harry Ransom Humanities Research Ctr.
The University of Texas at Austin
Austin, Texas 78713
Term expires 9-92

CERTIFICATE OF STATE ADVISORY COUNCIL ON LIBRARIES

I hereby certify that the attached documents for Fiscal Year 1991 were prepared with the advice of the State Advisory Council.

[✓] Annual Program

[✓] Basic State Plan and/or Amendment

[✓] Long Range Program Update

STATE ADVISORY COUNCIL ON LIBRARIES

By: Steve L. Brown
Steve L. Brown

Date: May 16, 1991

CERTIFICATE OF STATE ADVISORY COUNCIL ON LIBRARIES

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[✓] Basic State Plan and/or Amendment

[✓] Long Range Program Update

STATE ADVISORY COUNCIL ON LIBRARIES

By: ____________________
Herbert Canales

Date: May 16, 1991

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☒ Annual Program

☒ Basic State Plan and/or Amendment

☒ Long Range Program Update

STATE ADVISORY COUNCIL ON LIBRARIES

By: __________________________
Luis Chaparro

Date: May 16, 1991

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- ☐ Annual Program
- ☑ Basic State Plan and/or Amendment
- ☑ Long Range Program Update

STATE ADVISORY COUNCIL ON LIBRARIES

By: Kathy Dickson

Date: May 16, 1991

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[✓] Annual Program

[✓] Basic State Plan and/or Amendment

[✓] Long Range Program Update

STATE ADVISORY COUNCIL ON LIBRARIES

By: Anita R. Medina
Dr. Anita Medina

Date: May 16, 1991

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[x] Annual Program

[x] Basic State Plan and/or Amendment

[x] Long Range Program Update

STATE ADVISORY COUNCIL ON LIBRARIES

By: Jo Anne M Truitt-Moore
Jo Anne M. Truitt-Moore

Date: May 16, 1991

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- [✓] Annual Program
- [✓] Basic State Plan and/or Amendment
- [✓] Long Range Program Update

STATE ADVISORY COUNCIL ON LIBRARIES

By: Becky Sullivan
Becky Sullivan

Date: May 16, 1991

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[✓] Annual Program

[✓] Basic State Plan and/or Amendment

[✓] Long Range Program Update

STATE ADVISORY COUNCIL ON LIBRARIES

By: ______________________________
Steve Tompkins

Date: May 16, 1991

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I hereby certify that the attached documents for Fiscal Year 1991 were prepared with the advice of the State Advisory Council.

[✓] Annual Program
[✓] Basic State Plan and/or Amendment
[✓] Long Range Program Update

STATE ADVISORY COUNCIL ON LIBRARIES

By: Judy G. Traylor
Judy Traylor

Date: May 16, 1991

CERTIFICATE OF STATE ADVISORY COUNCIL ON LIBRARIES

I hereby certify that the attached documents for Fiscal Year 1991 were prepared with the advice of the State Advisory Council.

- [ ] Annual Program
- [ ] Basic State Plan and/or Amendment
- [ ] Long Range Program Update

STATE ADVISORY COUNCIL ON LIBRARIES

By: ______________________________

Maria Wells

Date: May 16, 1991